



City Hall ♦ 333 West Ellsworth Street ♦ Midland, Michigan 48640 ♦ 989.837.3300 * 989.837.2717 Fax ♦ www.cityofmidlandmi.gov

REGULAR MEETING OF THE MIDLAND CITY COUNCIL
City Hall, 333 W. Ellsworth Street

April 10, 2017

7:00 PM

AGENDA

CALL TO ORDER - Maureen Donker, Mayor

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL - Thomas W. Adams
Steve Arnosky
Diane Brown Wilhelm
Maureen Donker
Marty A. Wazbinski

CONSIDERATION OF ADOPTING CONSENT AGENDA ITEMS:

All resolutions marked with an asterisk are considered to be routine and will be enacted by one motion. There will be no separate consideration of these items unless a Council member or citizen so requests during the discussion stage of the "Motion to adopt the Consent Agenda as indicated." If there is even a single request the item will be removed from the consent agenda without further motion and considered in its listed sequence in regular fashion.

APPROVAL OF MINUTES:

1. * Approve minutes of the March 27 regular City Council meeting. TISDALE

PROCLAMATIONS, AWARDS, RECOGNITIONS, PRESENTATIONS:

2. Downtown Midland Streetscape Construction Update. TISDALE
3. Tridge Renovation Project Update. MURPHY

PUBLIC HEARINGS:

4. Zoning Petition No. 610 - to amend the City of Midland Zoning Map by rezoning property located at 506 and 718 East Buttles Street from RC Regional

Commercial Zoning to Downtown Zoning (also see material sent in the March 13 agenda packet). KAYE

PUBLIC COMMENTS, IF ANY, BEFORE CITY COUNCIL. This is an opportunity for people to address the City Council on issues that are relevant to Council business but are not on the agenda.

RESOLUTIONS:

5. Accepting the City Manager's 2017 Sidewalk Improvement Program Report and setting a public Hearing on Necessity for May 8. MCMANUS
6. City Manager search. STONE
 - a. Approving the selection of a recruitment firm.
 - b. Designating the Director of Human Resources as the point of contact for administrative support and appointing the Selection Committee to serve as Council liaison during the recruitment process.
7. Receiving and filing the City Manager's proposed 2017-18 Budget and directing the City Clerk to publish a notice of public hearings on the budget. KEENAN
8. Accepting a \$500,000 grant from the Rollin M. Gerstacker Foundation to remodel Fire Station 3. COUGHLIN
9. * Site Plan No. 354 - a petition from Cobblestone Commercial on behalf of Turtle Cove Properties - for site plan review and approval for the construction of townhouses with 16 units in two two-story buildings located at 401, 407, 411 and 415 Fitzhugh Street, 310 West Buttles Street and 307 West Indian Street. KAYE

Considering purchases and contracts:

10. * MDOT Contract 17-5052; Reconstruction of W. Wackerly Street from Sturgeon Avenue to Schade Drive. MCMANUS
11. * 2017 Westbrier and Highbrook Reconstruction and Water Main; Contract No. 9. MCMANUS
12. * Purchase Order increase for Construction Material purchases - Water Distribution. SOVA

Setting a public hearing:

13. * Amendment to the 2016-17 Budgets and Financial Working Plans (4/24). KEENAN

NEW BUSINESS:

TO CONTACT THE CITY WITH QUESTIONS OR FOR ADDITIONAL INFORMATION:

Citizen Comment Line:	837-3400
City of Midland website address:	www.cityofmidlandmi.gov
City of Midland email address:	cityhall@midland-mi.org
Government Information Center:	located near the reference desk at the Grace A. Dow Memorial Library

Backup material for agenda item:

1. * Approve minutes of the March 27 regular City Council meeting. TISDALE

March 27, 2017

A regular meeting of the City Council was held on Monday, March 27, 2017, at 7:00 p.m. in the Council Chambers of City Hall. Mayor Donker presided. The Pledge of Allegiance to the Flag was recited in unison.

Councilmen present: Thomas Adams, Steve Arnosky, Diane Brown Wilhelm, Maureen Donker, Marty Wazbinski

Councilmen absent: None

MINUTES

Approval of the minutes of the March 8, 2017 special and March 13, 2017 regular meetings was offered by Councilman Brown Wilhelm and seconded by Councilman Arnosky. (Motion ADOPTED.)

CHEMICAL BANK – 100TH ANNIVERSARY

City Manager Jon Lynch presented a proclamation in recognition of Chemical Bank in celebration of its 100th anniversary. Midland Business Alliance President Bill Allen spoke regarding Chemical Bank's positive impact on the Midland community. The following resolution was then offered by Councilman Adams and seconded by Councilman Wazbinski:

RESOLVED, that the Mayor is authorized to issue a Proclamation of Recognition to Chemical Bank in celebration of their 100th anniversary and offer our congratulations and gratitude for the outstanding contributions made by Chemical Bank, its employees, and its customers to our community. (Motion ADOPTED.) Mayor Donker presented Chemical Bank President and CEO David Ramaker with the proclamation.

PUBLIC COMMENTS

No public comments were made.

EASTMAN AVENUE AND US-10 BUSINESS ROUTE CORRIDOR REPORTS

City Engineer Brian McManus presented information on the Eastman Avenue and BR US-10 Corridor studies and introduced Wes Butch, from DLZ, who presented reports on the Eastman Avenue Corridor Study update and the US-10 Business Route Corridor Study. Michigan Department of Transportation (MDOT) representative Bill Mayhew also spoke regarding MDOT projects. The following two resolutions were then presented for consideration.

EASTMAN AVENUE CORRIDOR STUDY UPDATE REPORT

The following resolution was offered by Councilman Brown Wilhelm and seconded by Councilman Arnosky:

WHEREAS, DLZ, Michigan, has updated the Eastman Avenue Corridor Study; and
WHEREAS, the City Engineering Department has reported on the status of updated corridor study; now therefore

RESOLVED, that City Council hereby receives and files the Eastman Avenue Corridor Study update report. (Motion ADOPTED.)

US-10 BUSINESS ROUTE CORRIDOR STUDY REPORT

The following resolution was offered by Councilman Adams and seconded by Councilman Wazbinski:

WHEREAS, the Michigan Department of Transportation (MDOT) has commissioned DLZ, Michigan to perform a corridor study of US-10 Business Route within the city of Midland; and
WHEREAS, the corridor study information has been presented; now therefore

SOLVED, that City Council hereby receives and files the US-10 Business Route Corridor Study. (Motion ADOPTED.)

NEW ELECTION EQUIPMENT GRANT APPLICATION

Community Affairs Director Selina Tisdale presented information on new election equipment and the submission of a grant application required on behalf of the City of Midland for the purchase of the new voting system. The following resolution was then offered by Councilman Arnosky and seconded by Councilman Brown Wilhelm:

WHEREAS, Midland City Council wishes to apply to the Secretary of State for a grant to purchase a new voting system from Dominion Voting, which includes precinct tabulators, accessible voting devices for use by individuals with disabilities, and related Election Management System software; and

WHEREAS, full funding for the new voting system will be provided by the State, and will include a combination of Federal Help America Vote Act and State-appropriated funds; and

WHEREAS, the City of Midland plans to begin implementation of the new voting system in 2017; and

WHEREAS, the deadline for submitting the required State Grant Application is April 14, 2017; now therefore

RESOLVED, that the City of Midland Clerk is authorized to submit the required State Grant Application on behalf of the City of Midland, Midland County for the State-purchase of the new election system to be utilized within the City of Midland, Midland County. (Motion ADOPTED.)

FOUR NEW STREETS – MIDLAND LOCAL STREET SYSTEM – MDOT ACT 51 FUNDING

The following resolution was offered by Councilman Brown Wilhelm and seconded by Councilman Arnosky:

WHEREAS, certain streets have been constructed within the City of Midland as listed below:

Sugnet Road	from Whiting Drive to Dublin Avenue
Powder Horn Trail	from the west line of Foxfire Subdivision No. 1 to Foxfire Drive
Foxfire Drive	from Powder Horn Trail to Woodduck Way
Woodduck Way	from Foxfire Drive to the west line of Foxfire Subdivision No. 1

; and

WHEREAS, Sugnet Road is in the property warranty deed recorded in Liber 878 page 669 and Liber 899 page 903 at the Register of Deeds, County of Midland; and

WHEREAS, Powder Horn Trail, Foxfire Drive and Woodduck Way are in the easement recorded in Liber 1602 Page 1356 at the Register of Deeds, County of Midland; and

WHEREAS, said streets were constructed and open to traffic prior to December 31, 2016; and

WHEREAS, it is necessary to furnish certain information to the State of Michigan to place said streets within the City of Midland Street System for the purpose of obtaining funds under Act 51, P.A. 1951 as amended; now therefore

RESOLVED, that said streets are located within public rights-of-way under the control of the City of Midland; and

RESOLVED FURTHER, that the City of Midland hereby accepts the above public streets into the City of Midland Local Street System for public street purposes. (Motion ADOPTED.)

MARCH FOR SCIENCE EVENT

The following resolution was offered by Councilman Brown Wilhelm and seconded by Councilman Arnosky:

RESOLVED, that the request from James Crissman to conduct a March for Science – Midland on Saturday, April 22, 2017, utilizing the public right-of-way, is hereby approved subject to the following conditions:

- The responsible party and contact number for the event date is James Crissman, 989-297-3009.

- There is a possibility the Tridge project may be starting around the date of this request. If so, the walk would need to end on the Rail Trail side of the river. Also, organizer may want an alternate end if we are experiencing any spring flooding.
- Police officers will not be available for this event. All walkers shall stay on the sidewalks and pedestrian trail and observe all traffic laws and traffic control devices.
- Special authorization for food trucks would be required from the City Attorney's Office, 837-3395.
- Trail must be cleaned up afterwards to remove any litter.

; and

RESOLVED FURTHER, that the Administrative Staff is hereby authorized to approve future requests for the event provided it is conducted in substantially the same manner. (Motion ADOPTED.)

BOARD AND COMMISSION REAPPOINTMENTS

The following resolution was offered by Councilman Brown Wilhelm and seconded by Councilman Arnosky:

WHEREAS, City staff has contacted all boards and commissions members whose terms expire June 30, 2017, to confirm their interest in being reappointed and has provided City Council with said information; now therefore

RESOLVED, that the City Council hereby reappoints the following incumbents to the following boards and commissions effective July 1, 2017 for three (3) year terms ending June 30, 2020:

Thomas Lind, Aviation Advisory Commission, Pilot Representative

Roy Green, Cable Access Advisory Commission, Citizen at Large

Charlotte Williams, Dial-A-Ride Advisory Commission, Citizen at Large

Jerry Davis, International Fire Code Board of Appeals, Code Professional

Ann Moe, Library Board, Citizen at Large

Nancy Carney, Parks & Recreation Commission, Citizen at Large

David Rice, Parks & Recreation Commission, Citizen at Large

James Bain, Planning Commission, Citizen at Large

Gayle Hanna, Planning Commission, Citizen at Large

Andrew Koehlinger, Planning Commission, Citizen at Large

Don Hall, Sewer District Board of Appeals, Citizen at Large

James Pollack, Sewer District Board of Appeals, Citizen at Large

Kari McPhillips, West Main Street Historic District Commission, Citizen at Large

Kristin Riddle, West Main Street Historic District Commission, Architect Representative

John Higgins, Zoning Board of Appeals, Citizen at Large

Shawn Pnacek, Zoning Board of Appeals, Alternate Member; and

RESOLVED FURTHER, that City Council hereby reappoints Denise Schneider, Board of Review, for a Citizen at Large term beginning May 1, 2017 and ending April 30, 2020; and

RESOLVED FURTHER, that City staff is directed to begin disseminating information regarding the remaining boards and commissions vacancies. (Motion ADOPTED.)

BARSTOW AIRPORT - QUALITY AVIATION SERVICES CONTRACT UPDATE

The following resolution was offered by Councilman Brown Wilhelm and seconded by Councilman Arnosky:

WHEREAS, Quality Aviation Services (QAS) was selected as the operations contractor for Jack Barstow Airport in 2006 with an initial term of two years with annual extensions; and

WHEREAS, QAS is performing at or above expected performance levels; and

WHEREAS, the City of Midland desires to update and modify the existing contract to make the contract continuous and implement other minor updates that do not change direct monetary compensation; now therefore

SOLVED, that City Council authorizes the Mayor and City Clerk to sign and execute the updated contract language with Quality Aviation Services once approved by the City Attorney. (Motion ADOPTED.)

UPPER EMERSON PARK RIVERFRONT RENOVATIONS – DESIGN SERVICES

The following resolution was offered by Councilman Brown Wilhelm and seconded by Councilman Arnosky:

WHEREAS, in order to move forward with renovations to the riverfront in upper Emerson Park it is necessary to secure design and oversight services for the project; and

WHEREAS, Section 2-19 of the Code of Ordinances states that sealed proposals are not required for contracts for professional services; and

WHEREAS, staff worked with landscape design architect PM Blough, Inc. on the initial conceptual plans for the project as well as the grant application for the Michigan Natural Resources Trust Fund (MNRTF) which will fund a majority of the project; and

WHEREAS, PM Blough, Inc. has provided design and project oversight on other Park projects in recent years yielding excellent results for the City; and

WHEREAS, the upper Emerson Park project consists of two phases of which the City has currently secured funding to complete phase I of the project with additional funds available in the current fiscal year Parks operating budget for design services for phase II; and

WHEREAS, Parks staff are working to secure funding for the second phase of the project to be completed at a later date; and

WHEREAS, it is more cost effective to purchase design services for both phases of the project at one time and therefore, PM Blough, Inc. has provided a proposal for design services and project oversight for both phases I and II of the project; and

WHEREAS, the two phases of the project need to be accounted for separately in order to comply with MNRTF grant guidelines and therefore, two purchase orders need to be utilized to keep phase I and phase II costs clearly separated; now therefore

RESOLVED, that City Council authorizes two purchase orders to PM Blough, Inc. - one not to exceed \$52,800 for phase I design and project oversight services, and the second not to exceed \$16,587 for phase II design services for the upper Emerson Park riverfront renovation project. (Motion ADOPTED.)

GRACE A. DOW MEMORIAL LIBRARY – EXTERIOR PLANTER RENOVATIONS

The following resolution was offered by Councilman Brown Wilhelm and seconded by Councilman Arnosky:

WHEREAS, sealed proposals have been advertised and received in accord with Article II of Chapter 2 of the Midland Code of Ordinances for the planter renovations at the Grace A. Dow Memorial Library; and

WHEREAS, funds for this project are available in the 2016-2017 Grace A. Dow Memorial Library; now therefore

RESOLVED, that the proposal submitted by Three Rivers Corporation for planter renovations at the Grace A. Dow Memorial Library in the amount of \$25,700 is hereby accepted and the Interim Assistant Controller authorized to issue a purchase order; and

RESOLVED FURTHER, that the Assistant/Interim City Manager is authorized to approve change orders not to exceed \$2,000 in total. (Motion ADOPTED.)

2017 PAVEMENT MARKING PROGRAM

The following resolution was offered by Councilman Brown Wilhelm and seconded by Councilman Arnosky:

WHEREAS, sealed proposals have been advertised and received in accord with Article II of Chapter 2 of the Midland Code of Ordinances for the annual pavement marking of major streets; and

WHEREAS, sufficient funding for this project is provided by the Major Street Fund; now therefore

RESOLVED, that the sealed proposal submitted by P.K. Contracting, for the "2017 Pavement Marking Program; Contract No. 18", in the indicated amount of \$45,250.00, based upon City estimated quantities is hereby accepted and the Mayor and the City Clerk are authorized to execute a contract therefore in accord with the proposal and the City's specifications; and

RESOLVED FURTHER, that the City Manager has the authority to approve change orders modifying this contract in an aggregate amount not to exceed \$10,000.00. (Motion ADOPTED.)

MAIN STREET AND MEADOWBROOK DRIVE SEWER LINING REPAIRS

The following resolution was offered by Councilman Brown Wilhelm and seconded by Councilman Arnosky:

WHEREAS, Wastewater staff proactively inspects concrete sanitary sewer lines to find any defects or infiltration, and prioritizes the repair or rehabilitation needs of the sanitary system; and

WHEREAS, approximately 1,885 feet on Main St., and 600 feet on W. Meadowbrook Dr. have been identified as needing to be rehabilitated; and

WHEREAS, on March 14, 2017, bids were received for Bid No. 3854, Sewer Lining, in accord with section 2-18 of the Midland Code of Ordinance; and

WHEREAS, the low bid unit prices of \$114,850.00 for the pipe lining services were received from Corby Energy Services, Belleville, Michigan; and

WHEREAS, sufficient funding for the sewer lining repairs has been budgeted in Wastewater Enterprise Fund account 590.9120.97.050 - Capital Outlay Sewer System; now therefore

RESOLVED, that the bid value of \$114,850.00, based on the low bid prices, is hereby accepted, and authorization is granted for the issuance of a purchase order in that amount to Corby Energy Services; and

RESOLVED FURTHER, that the City Manager is authorized to approve changes to the purchase order in an aggregate amount not to exceed \$20,000.00. (Motion ADOPTED.)

UNLEADED FUEL PURCHASE

The following resolution was offered by Councilman Brown Wilhelm and seconded by Councilman Arnosky:

WHEREAS, City Council adopted a resolution on December 17, 2007 that allows for the purchase of full tankers of unleaded gasoline and diesel fuel exceeding \$20,000, and seek approval for the purchase at the next City Council meeting; and

WHEREAS, City Council reviewed the process on December 21, 2009 and decided to continue as it still provides a significant cost savings to the City; and

WHEREAS, the volatility of the fuel market does not allow for staff to follow the usual sealed bid process for purchases exceeding \$20,000; and

WHEREAS, staff instead uses a competitive bid process whereby fuel vendors fax in prices that are valid for a particular day with the bid awarded to the lowest priced vendor; now therefore

RESOLVED, that the requirements for sealed proposals for the purchase of fuel are waived due to the volatility of the fuel market; and

RESOLVED FURTHER, that the purchase of 13,400 gallons of E10 ethanol blend unleaded fuel from Tri-Lakes Petroleum of Alma, Michigan for \$20,863.80 executed by the Interim Assistant Controller on March 9, 2017, is hereby approved. (Motion ADOPTED.)

Being no further business the meeting adjourned at 8:10 p.m.

Selina Tisdale, City Clerk

Backup material for agenda item:

2. Downtown Midland Streetscape Construction Update. TISDALE

**SUMMARY REPORT TO CITY MANAGER
for City Council meeting of April 10, 2017**

SUBJECT:

Streetscape Construction Update

ITEMS ATTACHED:

Letter of transmittal

CITY COUNCIL ACTION:

No action required

Selina Tisdale
Director of Community Affairs



City Hall ♦ 333 West Ellsworth Street ♦ Midland, Michigan 48640-5132 ♦ 989.837.3300 ♦ 989.835.2717 Fax ♦ www.cityofmidlandmi.gov

April 3, 2017

Jon Lynch, City Manager
City of Midland
Midland, MI 48640

Dear Mr. Lynch:

With the Downtown Midland streetscape construction design engineering phase 90% complete, I am pleased to present to Midland City Council an update on what has transpired during the past four months of engineering design work, the construction schedule anticipated to kick off in June, and what the community can expect during the construction season.

No action by City Council is necessary.

Respectfully Submitted,

A handwritten signature in black ink, reading "Selina Crosby Tisdale". The signature is written in a cursive, flowing style.

Selina Crosby Tisdale
Community Affairs Director

Backup material for agenda item:

3. Tridge Renovation Project Update. MURPHY

SUMMARY REPORT TO MANAGER
For City Council Meeting of April 10, 2017

SUBJECT: Presentation on the upcoming Tridge renovation project

INITIATED BY: Department of Public Services

ITEMS ATTACHED:

Transmittal Letter

CITY COUNCIL ACTION:

No action necessary

Karen Murphy
Director of Public Services

April 4, 2017

Jon Lynch
City Manager
Midland, MI 48640

RE: Presentation on the upcoming Tridge renovation project

The Tridge renovation project approved by Council in March is currently underway with an estimated completion time of October. The main renovations that will occur include the following:

1. Removal of the water-based stain and application of an oil-based penetrating stain.
2. Treatment of openings in the wood with a penetrating wood preservative.
3. Installation of sheet metal flashing on the top of the arches to divert water.
4. Replacement of the wood decking.
5. Replacement of the upright glue-laminated railing members due to rot.
6. Replacement of certain overhead cross member timbers due to rot.
7. Replacement of the old lighting system with LED lights.

Contracts have been negotiated and signed between the City and the following contractors for the work:

- J.R. Heineman & Sons, Inc. of Saginaw, MI for the general construction components that include removing and replacing the decking and rails as refinishing work occurs, and installation of the metal flashing on the arches.
- Precision Iceblasting Corporation (PIC) of Peshtigo, Wisconsin for the blasting and refinishing work. PIC will install tenting around the structure to prevent any materials from falling into the river, and will use a technique of dry ice blasting using a crushed corn cob medium to remove the old stain. PIC will treat any openings in the wood with preservative and restain the entire structure with an oil-based product. PIC will subcontract with Gerace Construction of Midland, MI for the river barges and cranes needed to complete their work.
- Pyramid Control of Midland, MI for removal of all lighting and electrical components prior to the refinishing work, and installation of a new LED lighting system near the end of the project.

In addition, wood decking, railing components and cross member glue laminated timbers are on order from two different manufacturers, with anticipated delivery to begin the end of April.

Jon Lynch
April 4, 2017
Page Two

Work officially began on the project on April 3, with Pyramid Control starting the demolition work on the electrical system. The decorative arch lights are being removed along with electrical outlets and conduit that serviced these lights. Pyramid will leave the security lights that illuminate the walking surface of the Tridge in place right up to the point where the refinishing work needs to be done, then these lights will be temporarily removed as well. The security lights will be reinstalled as these lights were upgraded within the past few years and are still in good condition.

PIC and J.R. Heineman are scheduled to begin their work the week of April 24. Both contractors will stage their construction sites on the Redcoats side of the Tridge. This leg of the Tridge will serve as their main means of access for materials, tools and equipment for the duration of the project and therefore will remain closed until the project is complete.

The refinishing work will be extensive and will require closure of each leg of the Tridge as it is being worked on. With the Redcoats leg being closed for the entire project, access across the Tridge from all three directions will be very limited this summer and fall. Parks staff will work via social media and user group networks to get the word out that access across the Tridge will be limited and those that use the Tridge for regular commuting should be prepared to seek an alternate route. Signage will be posted at the Tridge to this effect as well. The contractors are aware that the Farmers Market and Chippewassee legs of the Tridge must be open for use from July 4 – 18 to accommodate foot traffic for the fireworks and Riverdays community events.

The proposed work flow at this time is to start the refinishing work on the Farmers Market leg of the Tridge. The contractor will tent a 40' section of the Tridge at a time, at which point the railings and deck will be removed from that section so the structure can be thoroughly blasted and refinished, then the railings and new decking will be put back in place. This process will continue up each leg of the Tridge toward the center of the structure, taking an estimated 5 weeks per leg.

Once the Farmers Market leg is complete and reopened to foot traffic, contractors will begin the refinishing process on the Redcoats leg. The Chippewassee leg of the Tridge will be the last in the rotation for the refinishing work. Installation of the new LED lighting will occur at the conclusion of the refinishing work.

The estimated project timeline from start to finish for the refinishing component is 22-25 weeks. This is heavily dependent on weather and any fluctuations in river level, as much of the work has to be completed from work platforms off river barges. Any increases in river level could temporarily halt the project and require relocating the barges until the water levels return to normal. Total completion of the project is anticipated by mid-October.

Respectfully submitted,

Karen Murphy
Director of Public Services

Backup material for agenda item:

4. Zoning Petition No. 610 - to amend the City of Midland Zoning Map by rezoning property located at 506 and 718 East Buttles Street from RC Regional Commercial Zoning to Downtown Zoning (also see material sent in the March 13 agenda packet). KAYE

**SUMMARY REPORT TO CITY MANAGER
for City Council Meeting of 4-10-17**

SUBJECT: Zoning Petition No. 610

PETITIONER: Michigan Baseball Foundation

PLANNING COMMISSION PUBLIC HEARING: February 28, 2017

PLANNING COMMISSION ACTION: Recommendation of approval.

SUMMARY: AMEND THE CITY OF MIDLAND ZONING MAP BY REZONING PROPERTY LOCATED AT 506 AND 718 EAST BUTTLES STREET FROM RC REGIONAL COMMERCIAL ZONING TO DOWNTOWN ZONING.

ITEMS ATTACHED AND PREVIOUSLY TRANSMITTED:

1. Letter to City Manager setting forth Planning Commission action.
2. Ordinance for City Council Action.
3. Staff Report to Planning Commission dated February 5, 2017. (See packet from March 13, 2017.)
4. Planning Commission minutes of February 28, 2017 (public hearing). (See packet from March 13, 2017.)
5. Map showing location of property.

CITY COUNCIL ACTION:

1. Public hearing is required. Date: April 10, 2017.
2. 3/5 vote required.



C. Bradley Kaye, AICP, CFM
Assistant City Manager for Development Services

CBK

4-5-17



City Hall ♦ 333 West Ellsworth Street ♦ Midland, Michigan 48640-5132 ♦ 989.837.3300 ♦ 989.835.2717 Fax ♦ www.cityofmidlandmi.gov

April 5, 2017

Jon Lynch, City Manager
City Hall - 333 West Ellsworth Street
Midland, Michigan

Dear Mr. Lynch:

At its meeting on Tuesday, February 28, 2017, the Planning Commission considered Zoning Petition No. 610, the request of Michigan Baseball Foundation to rezone the property located at 506 and 718 East Buttles Street from Regional Commercial zoning to Downtown zoning. While both districts permit a broad range of land uses, the Downtown district is generally considered more suitable for development in the downtown area given that it excludes a range of uses including automotive related uses, drive-thru restaurants, outdoor sales establishments, and light industrial uses. Instead, the district permits uses that are more downtown-scaled in nature, including a mix of residential uses appropriate in a downtown environment. Further, the Downtown district exempts properties from the requirement of providing on-site parking, thereby allowing businesses to decide their own parking needs taking into account on-street, surface and structured parking already available throughout the downtown.

After deliberation on the petition, the Planning Commission took the following action:

Motion by Heying and seconded by Stamas to recommend to City Council the approval of Zoning Petition No. 610 initiated by Michigan Baseball Foundation to zone the property at 506 and 718 East Buttles Street from Regional Commercial zoning to Downtown zoning.

Vote on the motion:

YEAS:	Bain, Hanna, Heying, Koehlinger, Mayville, McLaughlin, Pnacek, Stamas and Tanzini
NAYS:	None
ABSENT:	None

The motion was approved 9 to 0.

No public comments were received at the public hearing held by the Planning Commission.

On March 13, 2017 the City Council set a public hearing for April 10, 2017 at 7:00 p.m. to consider Zoning Petition No. 610. A resolution approving the petition is now presented for City Council consideration following conclusion of the public hearing.

Respectfully,

C. Bradley Kaye, AICP, CFM
Assistant City Manager for Development Services

CBK/djm

LETTER OF TRANSMITTAL – ZP #610 PH

ORDINANCE NO. _____

AN ORDINANCE TO AMEND ORDINANCE NO. 1585, BEING AN ORDINANCE TO REGULATE AND RESTRICT THE LOCATION OF TRADES AND INDUSTRIES AND THE LOCATION OF BUILDINGS DESIGNED FOR SPECIFIC USES, TO REGULATE AND LIMIT THE HEIGHT AND BULK OF BUILDINGS HEREAFTER ERECTED OR ALTERED, TO REGULATE AND DETERMINE THE AREA OF YARDS, COURTS, AND OTHER OPEN SPACES SURROUNDING BUILDINGS, TO REGULATE AND LIMIT THE DENSITY OF POPULATION, AND FOR SAID PURPOSES, TO DIVIDE THE CITY INTO DISTRICTS AND PRESCRIBE PENALTIES FOR THE VIOLATION OF ITS PROVISIONS BY AMENDING THE ZONING MAP TO PROVIDE A DOWNTOWN ZONING DISTRICT WHERE A REGIONAL COMMERCIAL ZONING DISTRICT PRESENTLY EXISTS.

The City of Midland Ordains:

Section 1. That the Zoning Map of Ordinance No. 1585, being the Zoning Ordinance of the City of Midland, is hereby amended as follows:

506 EAST BUTTLES STREET

ALL OF BLK 49 ORIGINAL PLAT OF MIDLAND

718 EAST BUTTLES STREET

LOTS 9 THRU 16 BLK 48 LARKINS ADD & LOTS 1,2,3,4,7,8 BLK 48 ORIGINAL PLAT OF MIDLAND

Be, and the same is hereby changed to Downtown zoning.

Section 2. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 3. This Ordinance shall take effect upon publication.

YEAS:

NAYS:

ABSENT:

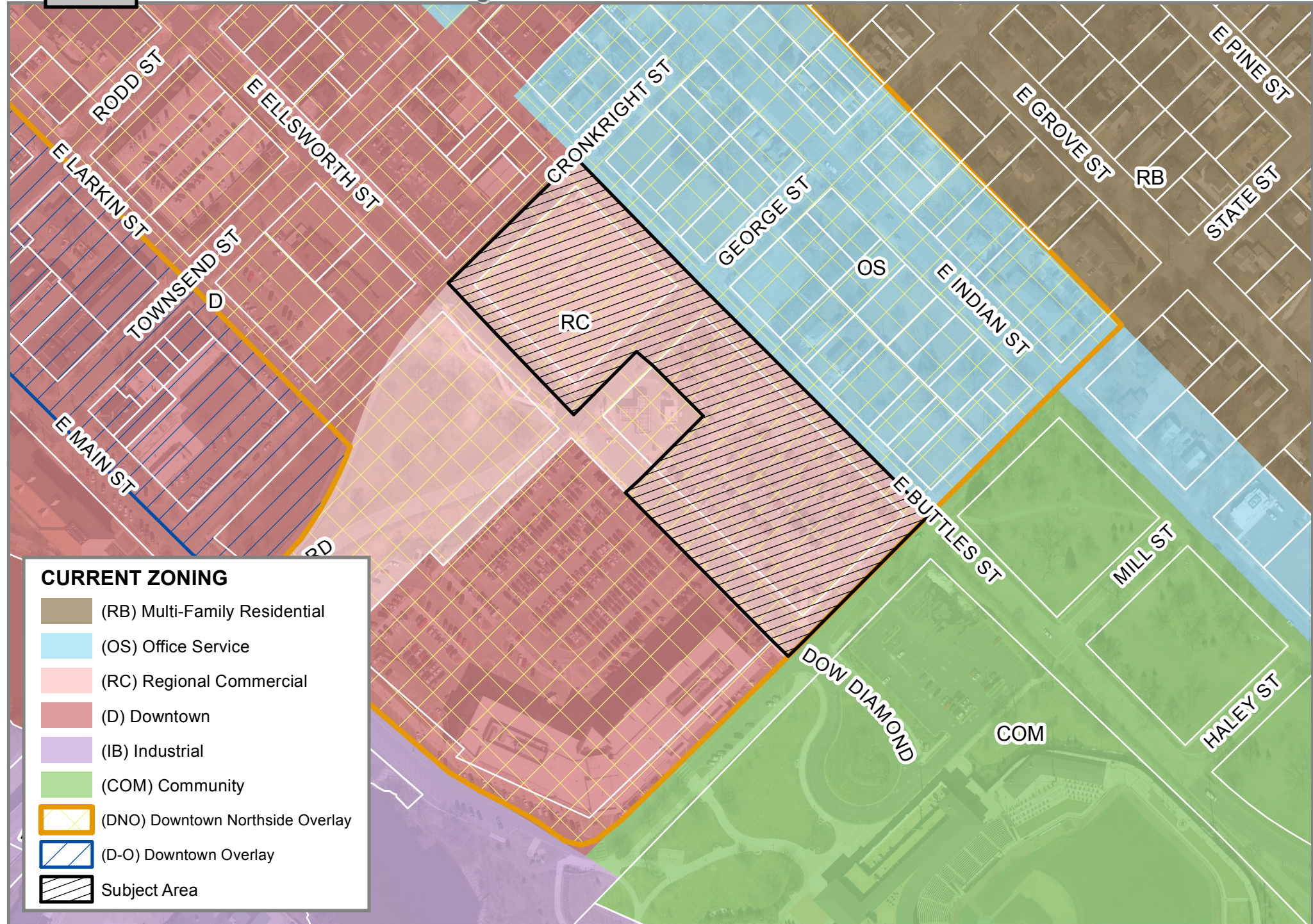
I, Selina Tisdale, City Clerk, City of Midland, Counties of Bay and Midland, State of Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by a yea vote of all the Councilmen present at a regular meeting of the City Council held Monday, April 10, 2017.

Selina Tisdale, City Clerk

ZP #610 | RC Regional Commercial to D Downtown



> 5 Page 21 18 E Buttles Street - Michigan Baseball Foundation



3-13-17
Set PH
for
4-10-17
(21)

**SUMMARY REPORT TO CITY MANAGER
for City Council Meeting of 3-13-17**

SUBJECT: Zoning Petition No. 610

PETITIONER: Michigan Baseball Foundation

PLANNING COMMISSION PUBLIC HEARING: February 28, 2017

PLANNING COMMISSION ACTION: Recommendation of approval.

SUMMARY: ACTION TO SET A PUBLIC HEARING TO AMEND THE CITY OF MIDLAND ZONING MAP BY REZONING PROPERTY LOCATED AT 506 AND 718 EAST BUTTLES STREET FROM RC REGIONAL COMMERCIAL ZONING TO DOWNTOWN ZONING.

ITEMS ATTACHED:

1. Letter to City Manager setting forth Planning Commission action.
2. Resolution for City Council Action.
3. Staff Report to Planning Commission dated February 5, 2017.
4. Planning Commission minutes of February 28, 2017 (public hearing).
5. Map showing location of property.

CITY COUNCIL ACTION:

1. Public hearing is required. Date: April 10, 2017.
2. Advertising date: March 25, 2017.
3. Public Hearing notification to area residents mail date: March 24, 2017.
4. 3/5 vote required to set a public hearing.


C. Bradley Kaye, AICP, CFM
Assistant City Manager for Development Services

CBK

3-8-17



City Hall ♦ 333 West Ellsworth Street ♦ Midland, Michigan 48640-5132 ♦ 989.837.3300 ♦ 989.835.2717 Fax ♦ www.cityofmidlandmi.gov

March 8, 2017

Jon Lynch, City Manager
City Hall - 333 West Ellsworth Street
Midland, Michigan

Dear Mr. Lynch:

At its meeting on Tuesday, February 28, 2017, the Planning Commission considered Zoning Petition No. 610, the request of Michigan Baseball Foundation to rezone the property located at 506 and 718 East Buttles Street from Regional Commercial zoning to Downtown zoning.

After deliberation on the petition, the Planning Commission took the following action:

Motion by Heying and seconded by Stamas to recommend to City Council the approval of Zoning Petition No. 610 initiated by Michigan Baseball Foundation to zone the property at 506 and 718 East Buttles Street from Regional Commercial zoning to Downtown zoning.

Vote on the motion:

YEAS:	Bain, Hanna, Heying, Koehlinger, Mayville, McLaughlin, Pnacek, Stamas and Tanzini
NAYS:	None
ABSENT:	None

The motion was approved 9 to 0.

No public comments were received at the public hearing held by the Planning Commission.

The City Council is therefore being requested to set a public hearing to consider Zoning Petition No. 610 for April 10, 2017 at 7:00 p.m.

Respectfully,

C. Bradley Kaye, AICP, CFM
Assistant City Manager for Development Services

CBK/djm

LETTER OF TRANSMITTAL – ZP #610 Set PH



City Hall • 333 West Ellsworth Street • Midland, Michigan 48640-5132 • 989.837.3300 • 989.835.2717 Fax • www.cityofmidlandmi.gov

BY COUNCILMAN

WHEREAS, a public hearing was held by the Planning Commission on Tuesday, February 28, 2017 for property located at 506 and 718 East Buttles Street for the purpose of considering the advisability of amending the Zoning Map of Ordinance No. 1585, the Zoning Ordinance of the City of Midland, from Regional Commercial zoning to Downtown zoning; now therefore

RESOLVED, that notice is hereby given that a public hearing will be held by the City Council on Monday, April 10, 2017, at 7:00 p.m. in the Council Chambers, City Hall, for the purpose of considering the advisability of amending the Zoning Map of Ordinance No. 1585, the Zoning Ordinance of the City of Midland, as set forth in the following proposed Ordinance, which is hereby introduced and given first reading; and

RESOLVED FURTHER, that the City Clerk is hereby directed to notify property owners within three hundred (300) feet of the area proposed to be rezoned by transmitting notice on or before March 24, 2017 and to publish said notice on March 25, 2017.

ORDINANCE NO. _____

AN ORDINANCE TO AMEND ORDINANCE NO. 1585, BEING AN ORDINANCE TO REGULATE AND RESTRICT THE LOCATION OF TRADES AND INDUSTRIES AND THE LOCATION OF BUILDINGS DESIGNED FOR SPECIFIC USES, TO REGULATE AND LIMIT THE HEIGHT AND BULK OF BUILDINGS HEREFTER ERECTED OR ALTERED, TO REGULATE AND DETERMINE THE AREA OF YARDS, COURTS, AND OTHER OPEN SPACES SURROUNDING BUILDINGS, TO REGULATE AND LIMIT THE DENSITY OF POPULATION, AND FOR SAID PURPOSES, TO DIVIDE THE CITY INTO DISTRICTS AND PRESCRIBE PENALTIES FOR THE VIOLATION OF ITS PROVISIONS BY AMENDING THE ZONING MAP TO PROVIDE A DOWNTOWN ZONING DISTRICT WHERE A REGIONAL COMMERCIAL ZONING DISTRICT PRESENTLY EXISTS.

The City of Midland Ordains:

Section 1. That the Zoning Map of Ordinance No. 1585, being the Zoning Ordinance of the City of Midland, is hereby amended as follows:

506 EAST BUTTLES STREET

ALL OF BLK 49 ORIGINAL PLAT OF MIDLAND

718 EAST BUTTLES STREET

LOTS 9 THRU 16 BLK 48 LARKINS ADD & LOTS 1,2,3,4,7,8 BLK 48 ORIGINAL PLAT OF MIDLAND

Be, and the same is hereby changed to Downtown zoning.

Section 2. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 3. This Ordinance shall take effect upon publication.

YEAS:

NAYS:

ABSENT:

I, Selina Tisdale, City Clerk, City of Midland, Counties of Bay and Midland, State of Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by a ye a vote of all the Councilmen present at a regular meeting of the City Council held Monday, March 13, 2017.

Selina Tisdale, City Clerk



ZP #610

Date: February 5, 2017

STAFF REPORT TO THE PLANNING COMMISSION

SUBJECT: Zoning Amendment Petition #610 (Rezoning Request)

APPLICANT: Michigan Baseball Foundation

LOCATION: 506 & 718 East Buttles Street

AREA: 5.71 acres (includes portions of abutting street right-of-ways)

ZONING: EXISTING: RC Regional Commercial & DNO Downtown Northside Overlay
 PROPOSED: D Downtown & DNO Downtown Northside Overlay

ADJACENT ZONING: NE: OS Office Service
 NW: RC Regional Commercial
 SE: COM Community
 SW: D Downtown & RC Regional Commercial

ADJACENT DEVELOPMENT: NE: Vacant parcels, single-family homes
 NW: Private parking lot, storage building
 SE: Dow Diamond
 SW: Office building, gas station, private parking lots

REPORT

Zoning Petition No. 610, initiated by the Michigan Baseball Foundation, proposes to rezone property located at 506 and 718 East Buttles Street from RC Regional Commercial to D Downtown. There are no conditions offered by the applicant; therefore, the full contents of D Downtown zoning must be considered. In order to apply uniform zoning to this area, portions of the abutting street right-of-ways have been included in the petition.

BACKGROUND

The subject properties are currently used as private, surface parking lots. 506 E Buttles Street was formerly used as a pre-owned automobile dealership. 718 E Buttles Street was formerly used as a new vehicle dealership and housed the buildings associated with the dealership and the vehicle display lot. Currently, 506 E Buttles Street is used for parking during Great Lakes Loons home games. During business hours, the lot at 718 E Buttles St is used for parking by employees in the East End office building. It is also used during home games of the Great Lakes Loons.

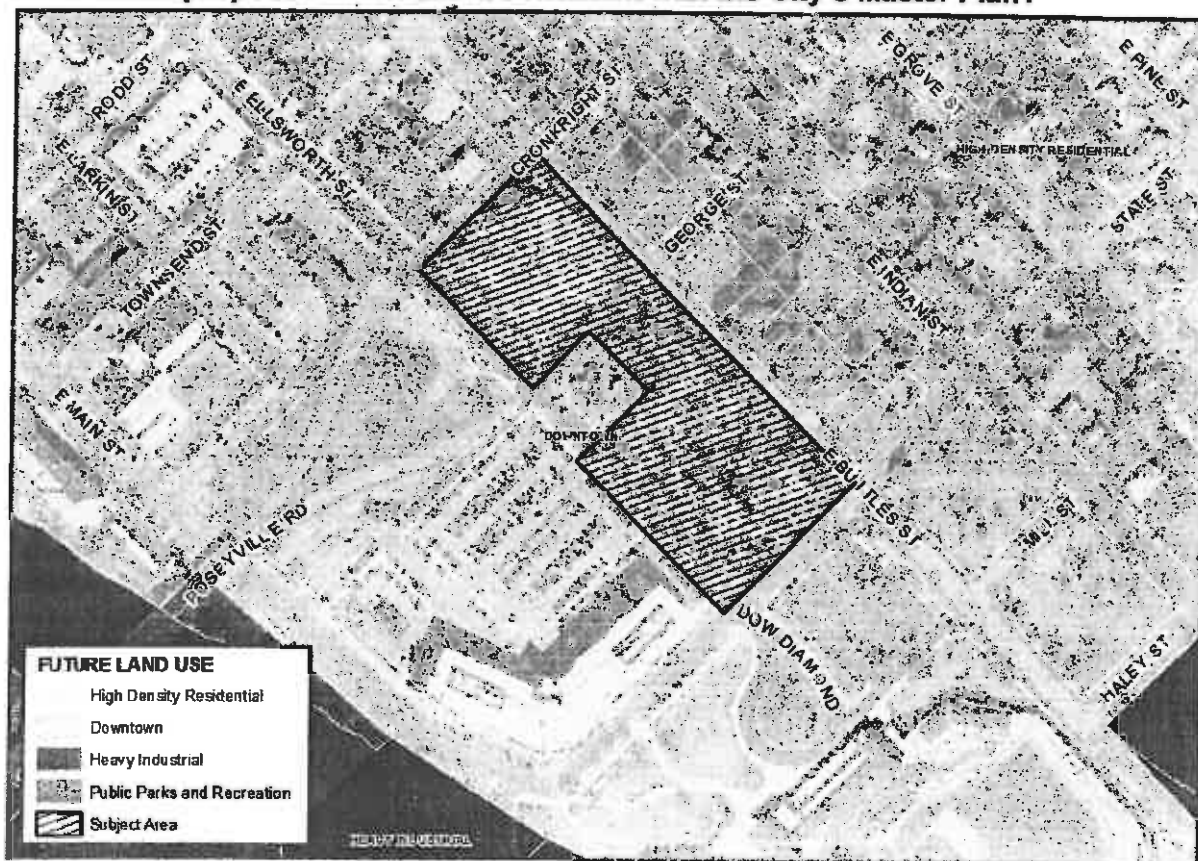
Historically, the two sites have been used primarily for auto-oriented businesses, a development pattern the RC Regional Commercial zoning district is specifically designed for. As Downtown has shifted towards an increasingly pedestrian-oriented built environment, a zoning district that better supports this style of development is now desired.

Surrounding the subject site, other rezoning of properties from RC Regional Commercial to D Downtown has also taken place in recent years. Most recently, the site occupied by the East End office building was rezoned from RC Regional Commercial to D Downtown. If the subject zoning petition is approved, only a small portion of the original RC Regional Commercial zoning district will remain covering the gas station at the northeast corner of George Street and E Ellsworth Street, the City-owned area between the on and off ramps leading to the Poseyville Road bridge, and the abutting street right-of-ways. It is anticipated in the short term that City staff will initiate a zoning petition to rezone these remaining City-owned areas to D Downtown. This will bring the land into consistency with the intended future land use, as established by the City's Master Plan, and the zoning of the vast majority of the properties.

ASSESSMENT

In accordance with Section 30.03(D) of the Zoning Ordinance, the Planning Commission and City Council shall at minimum, consider the following before taking action on any proposed zoning map amendment:

1. Is the proposed amendment consistent with the City's Master Plan?



Yes. The Future Land Use map of the City's Master Plan identifies this property as Downtown.

According to the Master Plan, the intent of the Downtown designation is to support the goals of expanding and enhancing the vibrancy of the Downtown by adding density, mixed-uses developments, and incorporation of the ballpark area. The boundaries of this designation provide flexibility for a healthy variety of uses, including mixed-use buildings and developments, without identifying specific properties for each different residential, commercial, office, or civic use. The goal of the Downtown and Multi-Use Center designations is to jointly provide a wide range of density and complementary land uses. D Downtown is viewed as the most appropriate zoning district to implement these objectives.

2. Will the proposed amendment be in accordance with the intent and purpose of the Zoning Ordinance?

Yes. In staff's opinion, the proposed rezoning would promote the intent of the zoning code through reclassification of the parcel as stated (outlined below) in the City's zoning code.

Section 1.02 B INTENT

It is the purpose of this Zoning Ordinance to promote the public health, safety, comfort, convenience, and general welfare of the inhabitants of Midland by encouraging the use of lands and natural resources in accordance with their character, adaptability and suitability for particular purposes; to enhance social and economic stability; to prevent excessive concentration of population; to reduce hazards due to flooding; to conserve and stabilize the value of property; to provide adequate open space for light and air; to prevent fire and facilitate the fighting of fires; to allow for a variety of residential housing types and commercial and industrial land uses; to minimize congestion on the public streets and highways; to facilitate adequate and economical provision of transportation, sewerage and drainage, water supply and distribution, and educational and recreational facilities; to establish standards for physical development in accordance with the objectives and policies contained in the Master Plan (Comprehensive Development Plan); and to provide for the administration and enforcement of such standards.

3. Have conditions changed since the Zoning Ordinance was adopted that justifies the amendment?

Yes. Since the current zoning district was applied, there have been major changes to the site and the surrounding area. The automobile dealership uses have ceased on the two sites, and the buildings associated with this use have been removed. Updates to the surface parking lot areas have also taken place.

Additionally, the City's Master Plan has evolved to plan for an enlarged downtown area that incorporates the subject properties, exemplified by the Future Land Use designation of the subject and surrounding sites.

Furthermore, there has been more redevelopment interest in the two sites that is geared towards a more pedestrian-oriented, mixed use style of development rather than the auto-oriented style of previous years. Because of these conditions, the property owner is petitioning for a zoning district that better suits and facilitates this pattern of development.

4. Will the amendment merely grant special privileges?

No. The area is planned for Downtown development by the City. The proposed use of the subject parcel and those of the adjoining parcels are suitable for Downtown development. Approval of this amendment will grant only privileges that are envisioned by the Master Plan.

5. Will the amendment result in unlawful exclusionary zoning?

No. The zoning amendment would continue an adjacent pattern of zoning designation. This parcel will add to the existing D Downtown zoning district that is in the immediate area.

6. Will the amendment set an inappropriate precedent?

No. The zoning petition is supported by the City's Master Plan and its Future Land Use map.

7. Is the proposed zoning consistent with the zoning classification of surrounding land?

Partially. Surrounding lands to the northwest and some to the southwest exhibit a pattern of Downtown zoning. The balance of lands to the southwest exhibit a pattern of Regional Commercial zoning. Lands to the northeast exhibit zoning of Office Service nature; whereas, lands to the southeast exhibit Community zoning.

The proposed zoning amendment will permit a variety of pedestrian-oriented and mixed use development. This is considered an appropriate use given the surrounding development that is envisioned by the Master Plan and currently permitted by zoning on lands to the immediate southwest and northwest.

8. Is the proposed zoning consistent with the future land use designation of the surrounding land in the City Master Plan?

Yes. The current Master Plan, as amended in 2016, supports the subject properties to be used for Downtown purposes. The D Downtown zoning is an appropriate zoning district to facilitate the Master Plan's vision for the subject properties.

9. Could all requirements in the proposed zoning classification be complied with on the subject parcel?

Yes. The subject parcels could meet all of the D Downtown requirements for new developments. The subject sites can also meet the requirements of the current overlying DNO Downtown Northside Overlay zoning district, although there are no proposed changes to the overlay district.

10. Is the proposed zoning consistent with the trends in land development in the general vicinity of the property in question?

Yes. The zoning of this parcel for Downtown purposes will be consistent with property in the surrounding area. While the existing gas station and surface parking lots are still an auto-oriented use, the recent building development trends are scaled and designed in such a way to provide pedestrian access at the street-level while also providing for a mix of land uses.

ADDITIONAL STAFF COMMENTS

No written public comments have been received in support or opposition of the petition at the time this report was drafted.

STAFF RECOMMENDATION

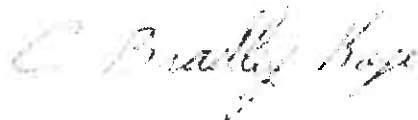
Upon review of the requested zoning change, staff recommends approval of the rezoning petition for the following reasons:

- The proposed zoning is a reasonable and logical extension of existing Downtown zoning in the area.
- D Downtown zoning is a reasonable and appropriate zoning classification that will permit development of the subject lands for uses compatible with the neighboring commercial and downtown development.
- D Downtown zoning would continue the development pattern envisioned by the City of Midland Master Plan.
- The proposed zoning district is considered appropriate given the anticipated future development patterns in the area as envisioned by the current property owners.

PLANNING COMMISSION ACTION

Staff currently anticipates that the Planning Commission will hold a public hearing on this request during its regular meeting on February 28, 2017 and will formulate an appropriate recommendation to City Council thereafter. If recommended to City Council the same evening, we anticipate that on March 13, 2017 the City Council will set a public hearing on this matter. Given statutory notification and publication requirements, the City Council will schedule a public hearing for April 10, 2017 at which time a decision will be made on the proposed zoning change. Please note that these dates are merely preliminary and may be adjusted due to Planning Commission action and City Council agenda scheduling.

Respectfully Submitted,



C. Bradley Kaye, AICP
Assistant City Manager for Development Services

/grm

**MINUTES OF THE MEETING OF THE
MIDLAND CITY PLANNING COMMISSION
WHICH TOOK PLACE ON
TUESDAY, FEBRUARY 28, 2017, 7:00 P.M.,
COUNCIL CHAMBERS, CITY HALL, MIDLAND, MICHIGAN**

1. The meeting was called to order at 7:00 p.m. by Chairman McLaughlin
2. The Pledge of Allegiance was recited in unison by the members of the Commission and the other individuals present.

3. **Roll Call**

PRESENT: Bain, Hanna, Heying, Koehlinger, Mayville, McLaughlin, Pnacek, Stamas and Tanzini

ABSENT: None

OTHERS PRESENT: Brad Kaye, Assistant City Manager for Development Services; Grant Murschel, Community Development Planner; and one (1) other.

4. **Approval of Minutes**

Moved by Hanna and seconded by Mayville to approve of the minutes as amended of the regular meeting of February 14, 2017. Motion passed unanimously.

5. **Public Hearing**

- a. **Zoning Petition No. 610** – initiated by Michigan Baseball Foundation to rezone the property located at 506 and 713 East Buttles Street from RC Regional Commercial zoning to D Downtown zoning.

Murschel gave the staff presentation on the petition. He gave an overview of the site location, current zoning in the area, and the Master Plan future land use designation. He reviewed the criteria for rezoning requests that are established by the City Zoning Ordinance. The petition is in line with the future land use designation of the Master Plan. The applicant is preparing the underlying zoning to be in line with future pedestrian-oriented, mixed use development that is common throughout the rest of downtown.

Dan Rogers, Project Director for Momentum Midland, presented as the representative for the applicant. He indicated that the Michigan Baseball Foundation is moving forward with this rezoning to be ready for any future developer who might be interested in developing the sites for mixed-use, urban purposes.

A motion was made by Heying to waive the procedural requirements to permit consideration of the proposed application. The motion was seconded by Hanna. The motion was approved unanimously.

Mayville commented that it makes sense with how development has trended in recent years. Stamas said that the petition is in line with what is envisioned in the Master Plan.

It was moved by Heying and supported by Stamas to recommend approval of Zoning Petition No. 610 initiated by Michigan Baseball Foundation to rezone the property located at 506 and 713 East Buttles Street from Regional Commercial zoning to Downtown zoning.

YEAS: Bain, Hanna, Heying, Koehlinger, Mayville, McLaughlin, Pnacek, Stamas and Tanzini
NAYS: None

6. Old Business

None

7. Public Comments (unrelated to items on the agenda)

None

8. New Business**a. LCMR Setbacks**

Kaye provided the staff commentary on this issue that was discovered through a proposal to construct a walkway and visitor center that runs across three property lines on the Dow Chemical corporate campus. Currently, the interior setbacks are 20 feet, whether abutting LCMR or any other zoning district. Two possible ways of solving such an issue have been identified by staff. One option would be to designate the Dow corporate campus as a singular site where consideration would only be given towards development abutting public property or private property not owned by Dow. The second option would be to reduce the interior lot line setbacks within LCMR zoning districts to a zero foot requirement. The second option would be similar to how other zoning districts are treated, such as RC Regional Commercial, CC Community Commercial, and both Industrial districts.

Mayville and Hanna wondered what the public notification process would look like. Mayville would like to see staff take a full review of such actions and the positives and negatives that they might generate. Bain wondered if there are other campuses across the city that might have similar issues.

Hanna inquired how future widening of Waldo Avenue might be impacted by such changes. Kaye responded that it would not be impacted by the type of changes to zoning that are being discussed right now.

9. Communications

Planning & Zoning News was given to members of the Planning Commission.

10. Report of the Chairperson

None

11. Report of the Planning Director

None

12. Items for Next Agenda – March 14, 2017

- a. Site Plan No. 356 – initiated by Richard L. Fosgitt, PE on behalf of Earl Dr. Bennett Construction, Inc. for site plan review and approval for the construction of Forestview Crossings, a 34 unit single family residential site condominium project, located at 9203 Eastman Avenue.
- b. Annual Report

13. Adjourn

It was motioned by Mayville and seconded by Hanna to adjourn at 7:56 p.m. Motion passed unanimously.

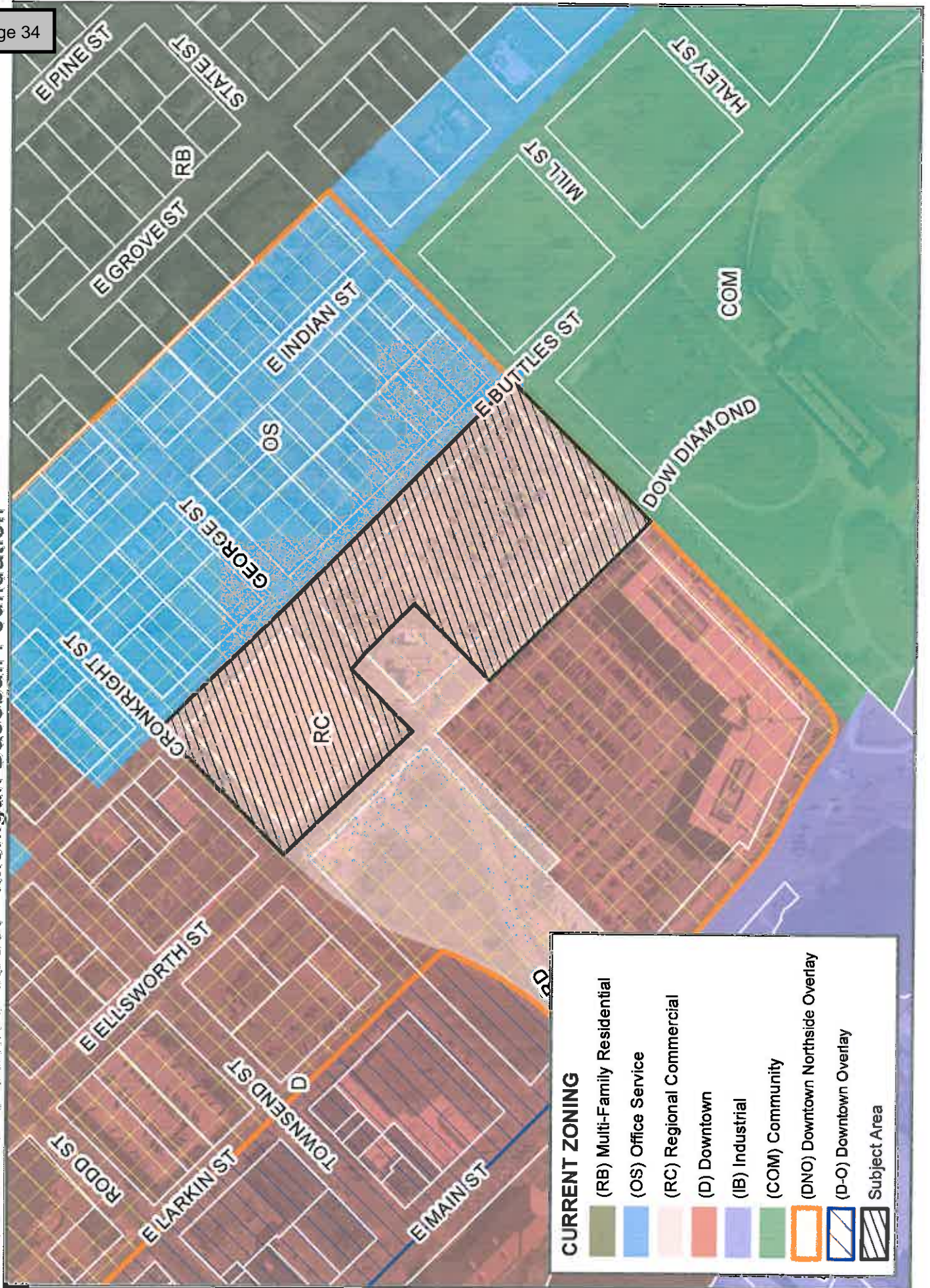
Respectfully submitted,

A handwritten signature in cursive script, appearing to read "C. Bradley Kaye".

C. Bradley Kaye, AICP, CFM
Assistant City Manager for Development Services

MINUTES ARE NOT FINAL UNTIL APPROVED BY THE PLANNING COMMISSION

ZP #6.0 | RC Regional Commercial, to D Downtown > 506 & 718 E Buttles Street - Michigan Baseball Foundation



CURRENT ZONING	
	(RB) Multi-Family Residential
	(OS) Office Service
	(RC) Regional Commercial
	(D) Downtown
	(IB) Industrial
	(COM) Community
	(DNO) Downtown Northside Overlay
	(D-O) Downtown Overlay
	Subject Area

Backup material for agenda item:

5. Accepting the City Manager's 2017 Sidewalk Improvement Program Report and setting a public Hearing on Necessity for May 8. MCMANUS

SUMMARY REPORT TO THE CITY MANAGER
for Council Meeting of April 10, 2017

SUBJECT: 2017 Sidewalk Improvement Program

INITIATED BY: City Council resolutions of February 20 and March 13, 2017

RESOLUTION SUMMARY: This resolution describes the Special Assessment District and project costs, and sets the hearing on necessity for May 8, 2017

ITEMS ATTACHED:

1. Cover Letter
2. Resolution
3. Cost Summary
4. Location Maps
5. Assessment Maps

CITY COUNCIL ACTION: 3/5 vote required to approve resolution

SUBMITTED BY: Brian McManus, City Engineer



City Hall ♦ 333 West Ellsworth Street ♦ Midland, Michigan 48640-5132 ♦ 989.837.3300 ♦ 989.835.2717 Fax

DATE: April 5, 2017

TO: Jon Lynch, City Manager

FROM: Brian McManus, City Engineer

RE: 2017 Sidewalk Improvement Program

Attached hereto is the Manager's Report for the 2017 Sidewalk Improvement Program. The resolution sets the date for the public Hearing on Necessity for May 8, 2017. The costs for this program are summarized in the sheet attached. This program includes the five sidewalk segments considered by Council on March 13, 2017. The nearly \$67,000 program would have a City cost of approximately \$30,500.

As part of the sidewalk improvement program, property owners are provided the option of constructing sidewalks on their own outside of the City contract. For this to occur, the property owner must provide a written agreement by June 12th stating their intent to construct sidewalks. The 2017 Sidewalk Construction Program Flow Chart provided at the February 20th City Council meeting lists September 29th as the date for completion of sidewalks constructed by the property owner.

Sidewalk segments advanced include the following segments:

Bayliss Street (west side)	from Haley Street to Arbury Place
Shirewood Lane (south side)	at 510 Shirewood Lane
E. Wackerly Street (north side)	at 405 E. Wackerly Street
W. Wackerly Street (north side)	from 2200 to 2720 W. Wackerly Street
Waldo Avenue (west side)	from James Savage Road to Yale Avenue

Property owners, who have had sidewalks requested along their properties by others, have been notified and are invited to the City Council meeting. To date, we have not received any correspondence from property owners regarding the sidewalks.



City Hall ♦ 333 West Ellsworth Street ♦ Midland, Michigan 48640-5132 ♦ 989.837.3300 ♦ 989.835.2717 Fax

BY COUNCILMAN

WHEREAS, the City Manager has submitted his report to the City Council presenting certain information regarding the installation of sidewalks on certain streets in the City of Midland in conformance with the Code of Ordinances of the City of Midland, said streets being listed as:

Bayliss Street (west side)	from Haley Street to Arbury Place
Shirewood Lane (south side)	at 510 Shirewood Lane
E. Wackerly Street (north side)	at 405 E. Wackerly Street
W. Wackerly Street (north side)	from 2200 to 2720 W. Wackerly Street
Waldo Avenue (west side)	from James Savage Road to Yale Avenue

; and

WHEREAS, the City Council has reviewed and studied said report; now therefore

RESOLVED, that the Council finds and determines that the construction of said sidewalks, as before listed, appears to be necessary public improvements conducive to the general health, convenience and welfare of the people of the City of Midland and that the estimated period of usefulness of said improvements is twenty-five (25) years; and

RESOLVED FURTHER, that for the purpose of effecting a savings in cost, the several proposed improvements are combined into one project and that one special assessment district for the purpose of said combined improvements, be and is hereby established to be known as the “2017 SIDEWALK IMPROVEMENT SPECIAL ASSESSMENT DISTRICT” and that said district comprises and includes the following described lands and premises, to wit:

Bayliss Street (west side)	from Haley Street to Arbury Place
----------------------------	-----------------------------------

Beginning at the Southwest corner of Section 15, T. 14 N., R. 02 E, City of Midland, Midland County, Michigan; thence 1,310.0 feet East along the South Section Line; thence North 660.5 feet to the True Point of Beginning; thence North 660.0 feet; thence West 85.0 feet; thence South 660.0 feet; thence East 85.0 feet, to the True Point of Beginning.

Shirewood Lane (south side)	at 510 Shirewood Lane
-----------------------------	-----------------------

Lot 109 Scenic Estate No. 7

E. Wackerly Street (north side) at 405 E. Wackerly Street

Beginning 1,030.4 feet East of the Southwest corner of Section 34, T. 15 N., R. 02 E., City of Midland, Midland County, Michigan; thence East 140 feet; thence North 75.0 feet; thence West 140 feet; thence South 75.0 feet, to the Point of Beginning.

W. Wackerly Street (north side) from 2200 to 2720 W. Wackerly Street

Beginning 67.7 feet West of the East 1/8 corner on the South Section Line of Section 32, T. 15 N., R. 02 E., City of Midland, Midland County, Michigan; thence West 2,180.0 feet; thence North 85.0 feet; thence East 2,180.0 feet; thence South 85.0 feet, to the Point of Beginning.

Waldo Avenue (west side) from James Savage Road to Yale Avenue

Beginning at the Northeast corner of Section 23, T. 14 N., R. 02 E., City of Midland, Midland County, Michigan; thence South 767.0 feet to the True Point of Beginning; thence South 953.0 feet; thence West 75.0 feet; thence North 953.0 feet; thence east 75.0 feet to the True Point of Beginning.

; and

RESOLVED FURTHER, that the proposed improvement and work to be done thereunder shall consist of constructing sidewalks, in said streets as before listed, and the total estimated cost and expense thereof is sixty-six thousand five hundred dollars (\$66,500.00); and

RESOLVED FURTHER, that the proportion of the cost and expense of said improvement to be borne and paid for by the City at large shall be thirty thousand five hundred fifty-four dollars and no cents (\$30,554.00) and that all other costs and expenses of said improvement amounting to thirty-five thousand nine hundred forty-six and no cents (\$35,946.00) shall be borne and paid by special assessments on all lands and premises in said Special Assessment District as established above, in proportion to the estimated benefits resulting thereto from the improvement, determined as near as practicable on a front foot basis; and

RESOLVED FURTHER, that the report concerning said improvement is hereby adopted and shall be placed on file in the office of the City Clerk, and the same shall be available for public inspection during regular business hours; and

RESOLVED FURTHER, that the City Council will meet in the City Hall in said City on Monday, May 8, 2017 at 7:00 p.m., then and there to hear any objections or suggestions on the proposed improvements; and

RESOLVED FURTHER, that the City Clerk shall give notice of said hearing on necessity by causing a notice of this resolution to be published once in the Midland Daily News at least one week prior to said hearing date, and that the City Clerk shall also give notice of said hearing date to each property owner subject to special assessment by reason of said improvement, at the address of said property owners to be taken from the latest tax assessment roll in the City Assessor's office in accordance with Act 162 of Public Acts of Michigan, 1962.

YEAS:

NAYS:

ABSENT:

I, Selina Tisdale, City Clerk, City of Midland, Counties of Bay and Midland, State of Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by a yea vote of all the Councilmen present at a regular meeting of the City Council held Monday, April 10, 2017.

Selina Tisdale, City Clerk

2017 SIDEWALK IMPROVEMENT PROGRAM – MANAGER’S REPORT

Total Project Cost	\$ 66,500.00
--------------------	--------------

Share Paid by Others

Federal Government	0.00	
State Government	0.00	
sub-total		0.00

Net for City and Property Owners	\$66,500.00
----------------------------------	-------------

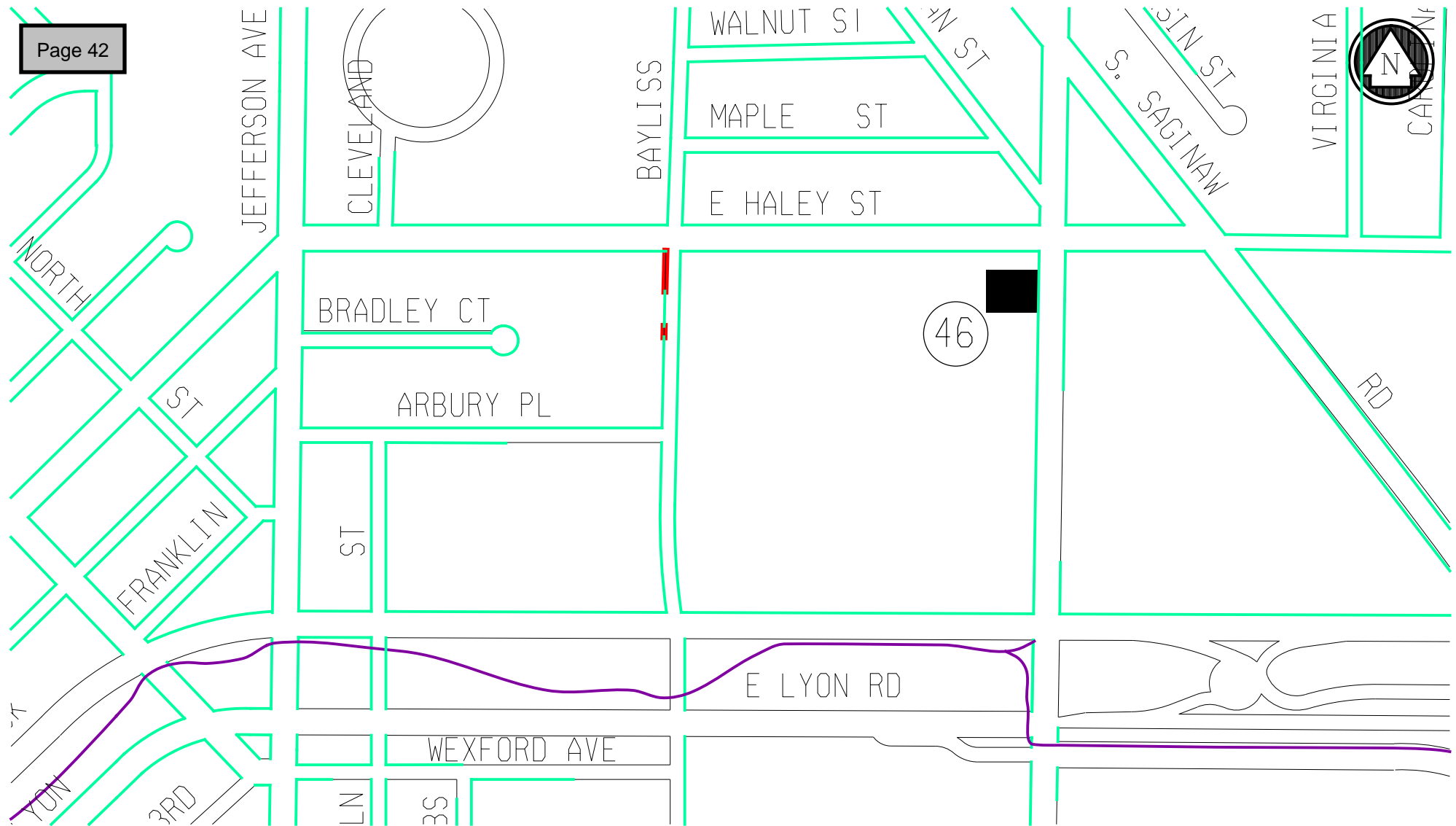
City Share

Oversize (5' wide on major streets)	\$6,307.28	
Unassessable Frontage	1,677.48	
(84 front feet)		
Ramps	1,000.00	
General Purpose facilities	21,569.24	
(clearing, fill, pipe, excavation)		
sub-total		\$ 30,554.00

Net Assessed to Property Owners	\$ 35,946.00
---------------------------------	--------------

Assessable Frontage – 1,800 front feet

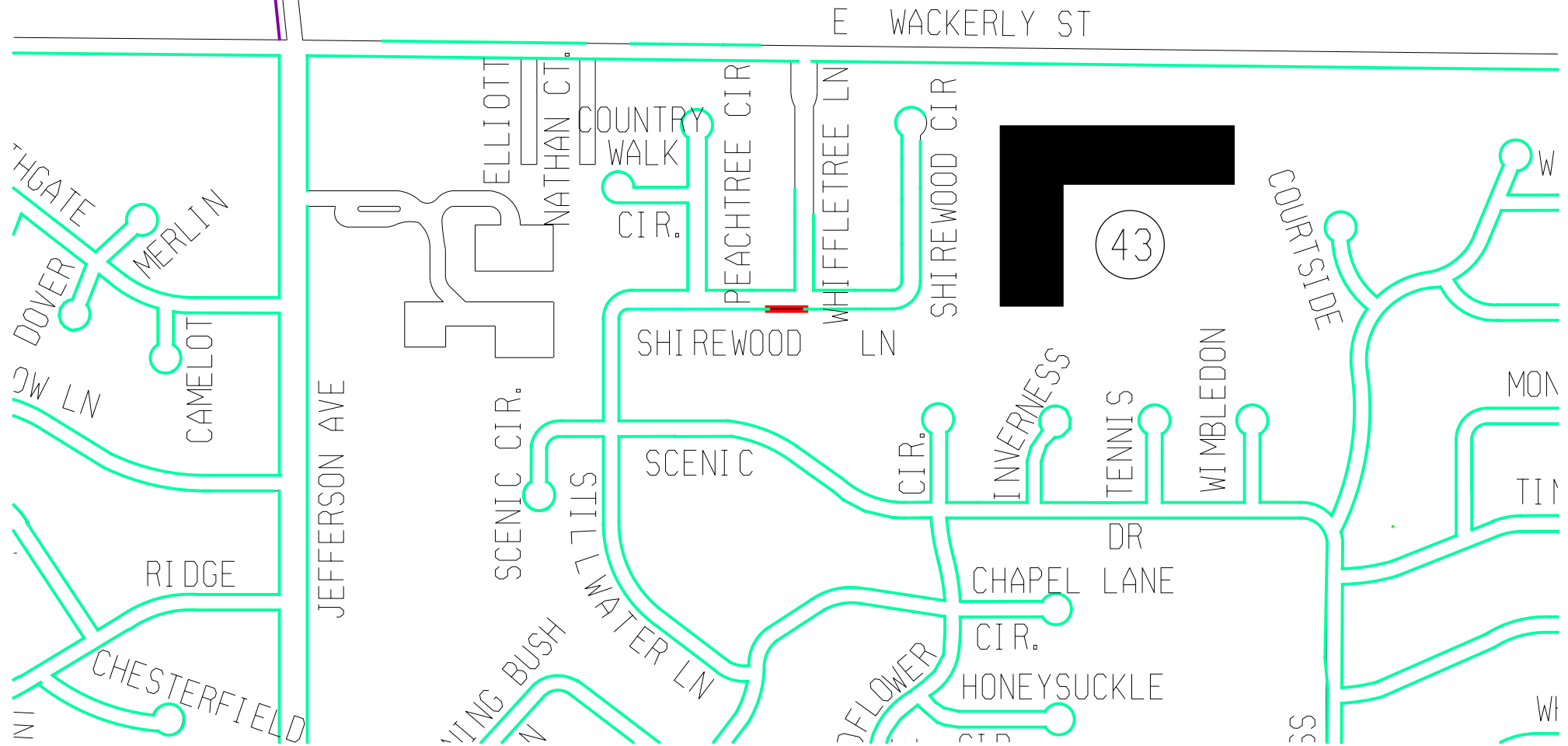
Assessment Rate - \$ 19.97 per front foot



BAYLISS (WEST SIDE)

ARBURY TO HALEY

— EXISTING SIDEWALK
— PROPOSED SIDEWALK



SHIREWOOD (SOUTH SIDE)

PEACHTREE TO SHIREWOOD CIRCLE

- EXISTING SIDEWALK
- PROPOSED SIDEWALK



33

SOCCER DRIVE

E WACKERLY ST

43

WOODVIEW

FOXWOOD

MONTAGUE

TIMBER DR

EVART

COURTSIDE

WIMBLEDON

TENNIS

INVERNESS

CIR.

SCENIC

IIS

NIC CIR.

SHIREWOOD LN

SHIREWOOD

LN

SHIREWOOD CIR

WHIFFLETREE LN

PEACHTREE CIR

COUNTRY WALK CIR.

NATHAN CT.

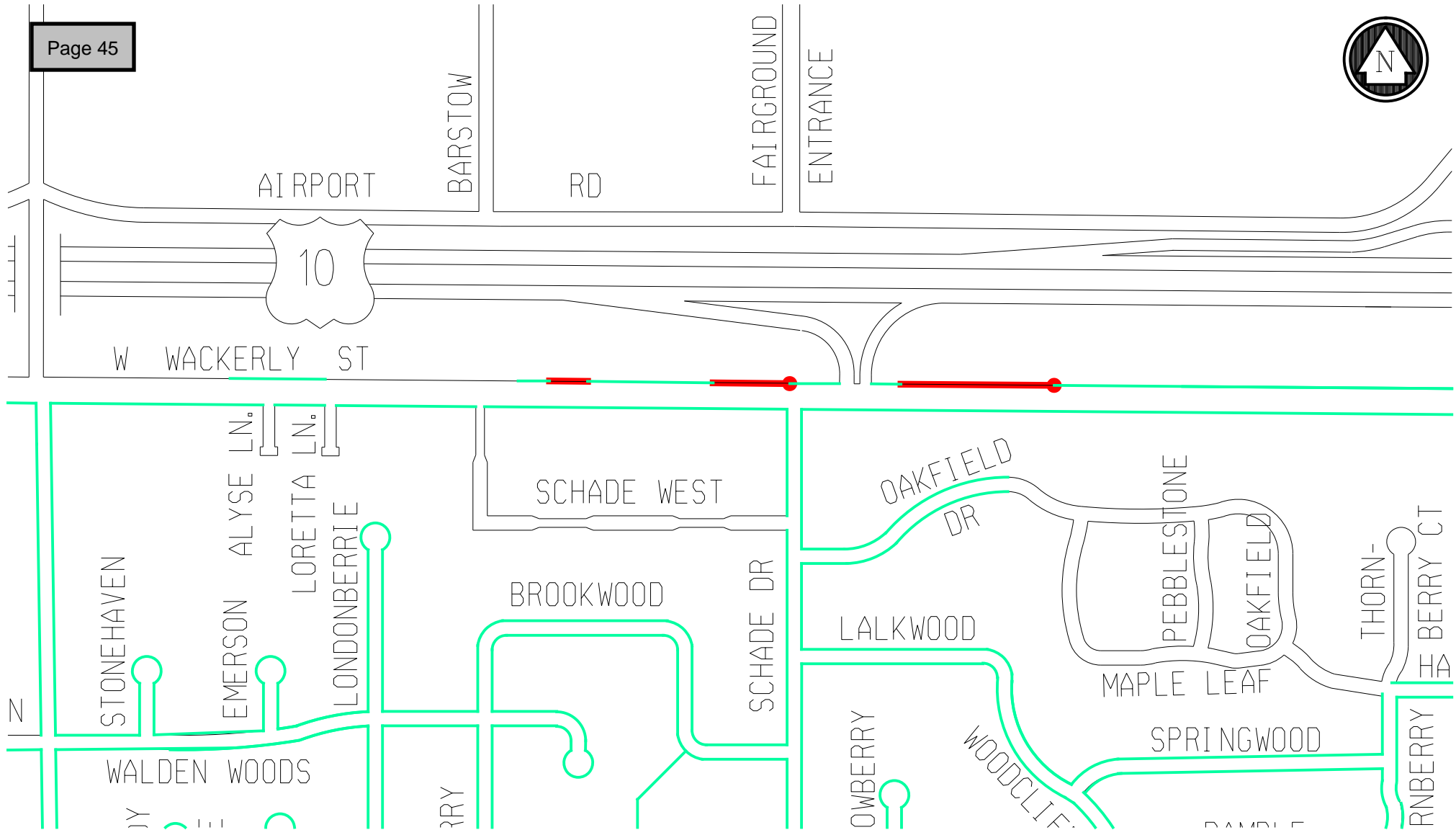
ELLIOTT

JEFFERSON AVE

E. WACKERLY (NORTH SIDE)

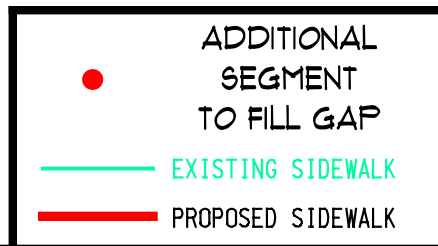
JEFFERSON TO SWEDE

- EXISTING SIDEWALK
- PROPOSED SIDEWALK

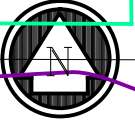


W. WACKERLY (NORTH SIDE)

STURGEON TO EASTMAN



20



PATRICK

HENRY ST

YALE

CYPRESS ST

COTTONWOOD ST

HEMLOCK ST

JUPITER CT.

APOLLO

NUCLEAR
GALAXY

MERCURY

FREEDOM

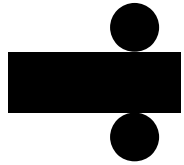
SATURN

SATELLITE

GEMINI

DOW

GERALD CT



54

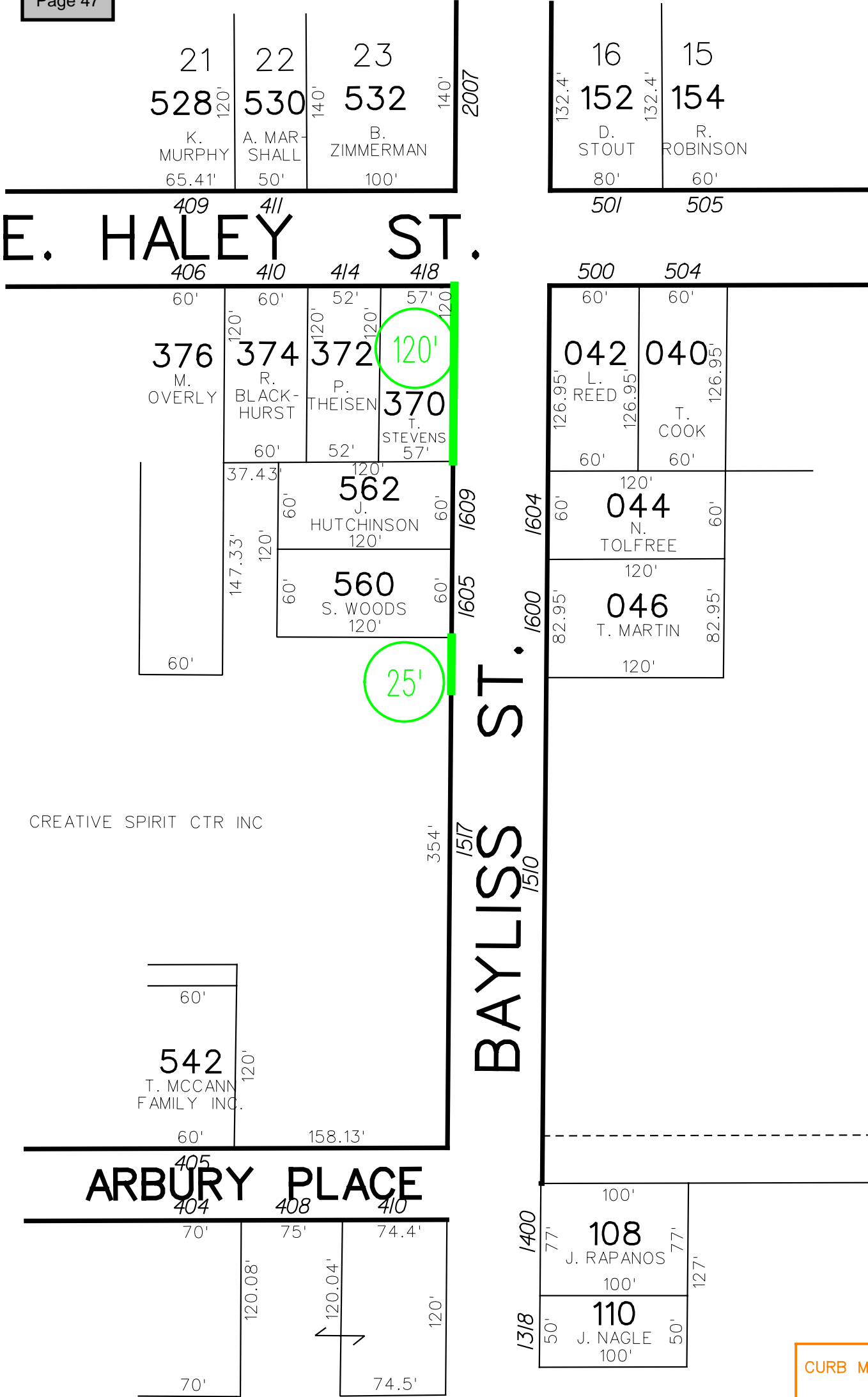
BAY CITY

RD

WALDO AVENUE (WEST SIDE)

JAMES SAVAGE TO YALE

EXISTING SIDEWALK
PROPOSED SIDEWALK

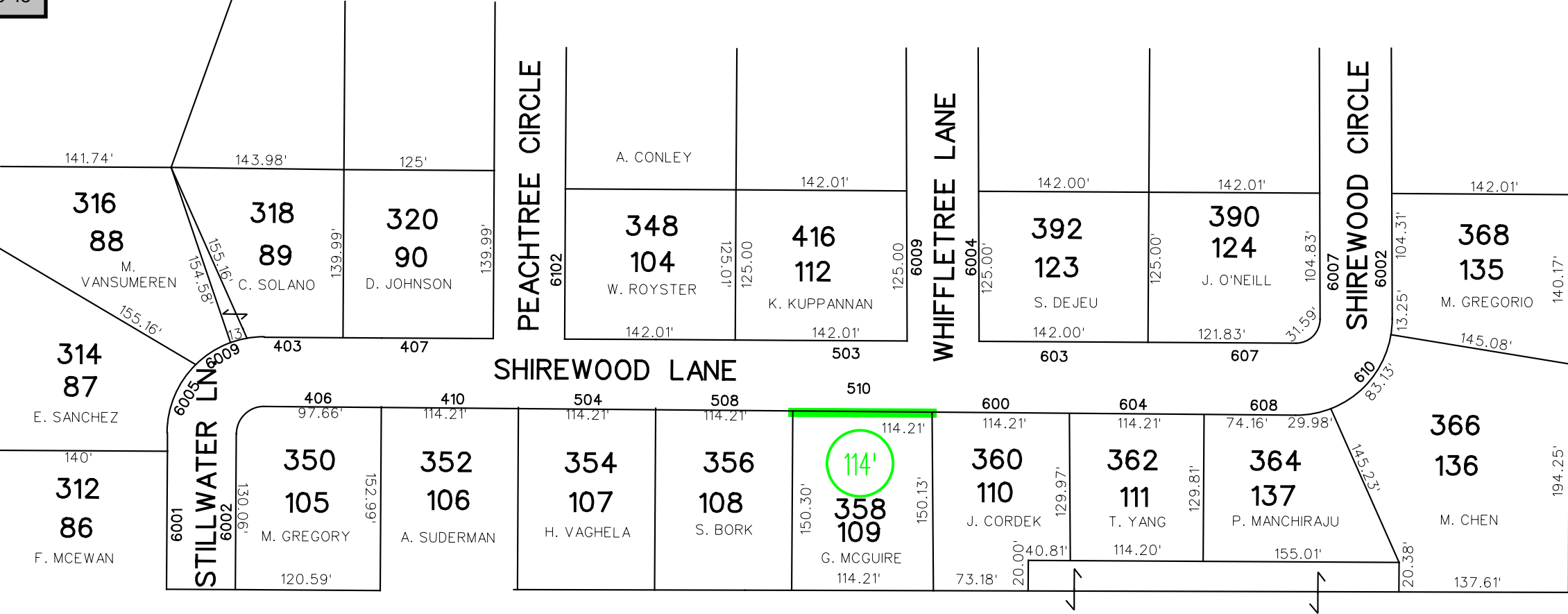


CURB MODIFICATIONS
YES

BAYLISS STREET
WEST SIDE - FROM ARBURY TO
HALEY

ASSESSABLE FRONTAGE: 145'
EXEMPT FRONTAGE : 0'
TOTAL FRONTAGE : 145'





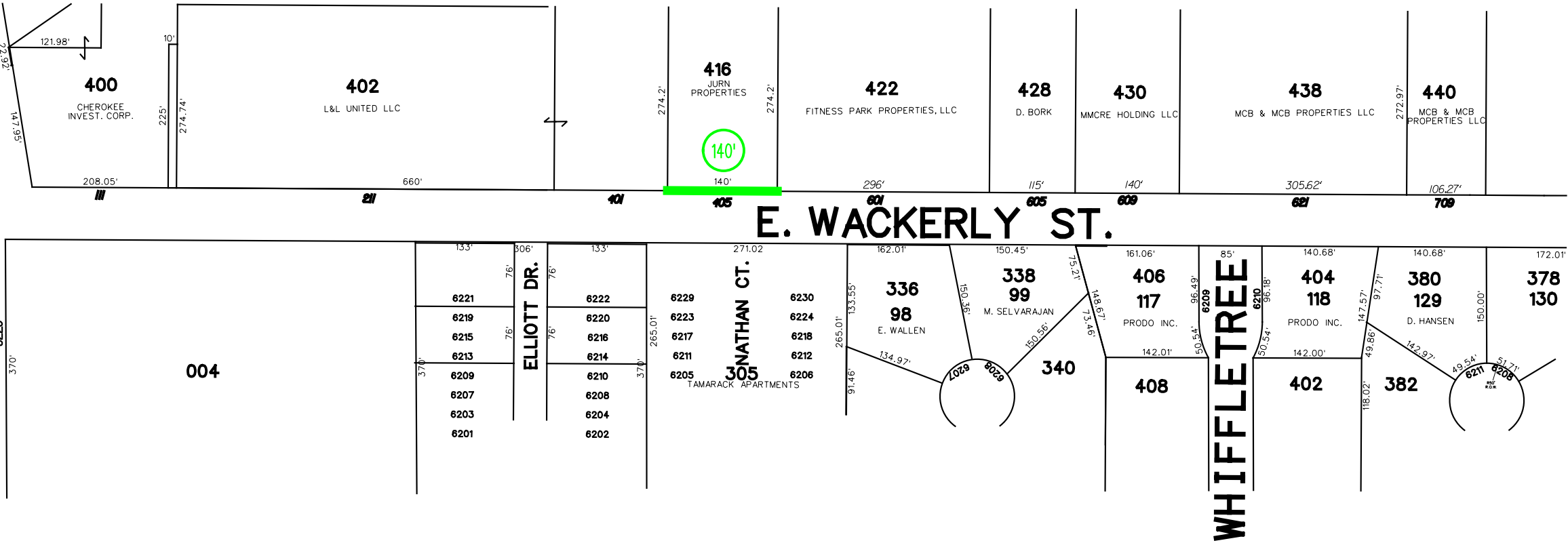
CURB MODIFICATIONS
NONE

SHIREWOOD LANE
SOUTH SIDE - FROM PEACHTREE TO WHIFFLETREE

ASSESSABLE FRONTAGE: 114'
EXEMPT FRONTAGE : 0'
TOTAL FRONTAGE : 114'



JEFFERSON AVE

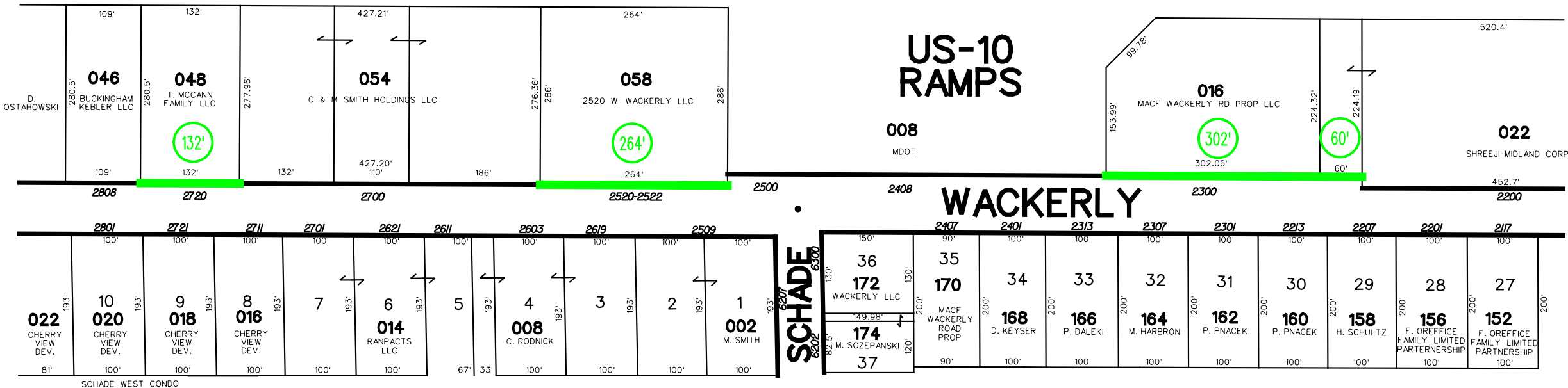


CURB MODIFICATIONS
NONE

EAST WACKERLY STREET
NORTH SIDE - FROM JEFFERSON TO WHIFFLETREE

ASSESSABLE FRONTAGE: 140'
EXEMPT FRONTAGE: 0'
TOTAL FRONTAGE: 140'





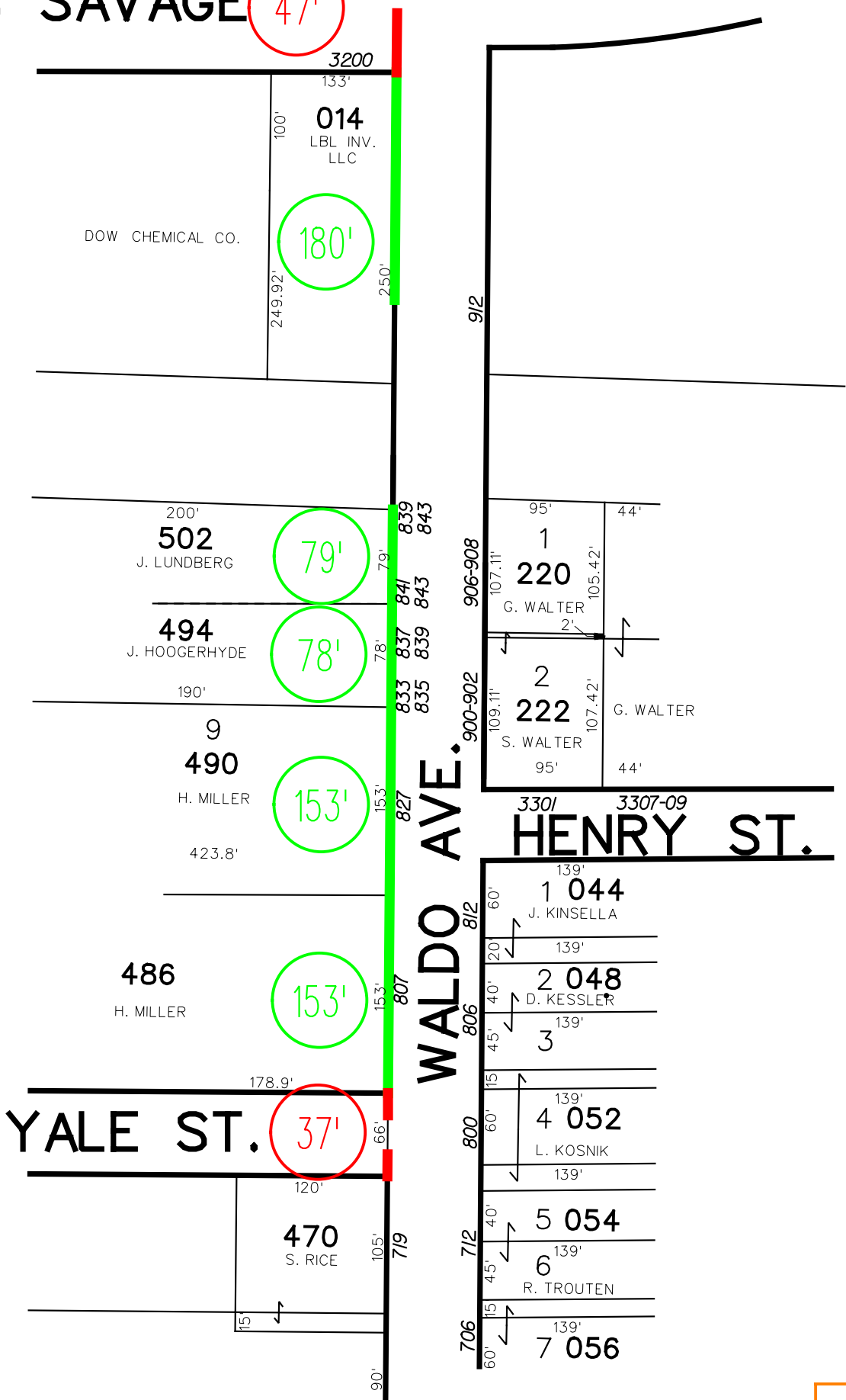
CURB MODIFICATIONS
NONE

WEST WACKERLY STREET
NORTH SIDE - FROM ADDRESS #2720 TO ADDRESS #2200

ASSESSABLE FRONTAGE: 758'
EXEMPT FRONTAGE: 0'
TOTAL FRONTAGE: 758'



JAMES SAVAGE 47'



CURB MODIFICATIONS
YES

WALDO AVENUE
WEST SIDE - FROM YALE TO
JAMES SAVAGE

ASSESSABLE FRONTAGE: 643'
EXEMPT FRONTAGE : 84'
TOTAL FRONTAGE : 727'



Backup material for agenda item:

6. City Manager search. STONE
 - a. Approving the selection of a recruitment firm.
 - b. Designating the Director of Human Resources as the point of contact for administrative support and appointing the Selection Committee to serve as Council liaison during the recruitment process.

SUMMARY REPORT TO MANAGER

For City Council Meeting of 04/10/2017

SUBJECT: SELECTION OF EXECUTIVE RECRUITMENT FIRM

RESOLUTION A

SUMMARY: This resolution accepts the proposal of Strategic Government Resources (SGR) in an amount not to exceed \$27,000 and authorizes the Mayor to enter into a contract for recruitment services in accordance with the scope of services and proposal submitted by SGR, subject to the review and approval of the City Attorney.

RESOLUTION B

SUMMARY: This resolution designates the Director of Human Resources as the point of contact for administrative support and appoints the Selection Committee to serve as Council liaison to Strategic Government Resources during the recruitment process.

ITEMS

ATTACHED:

1. Letter of Transmittal
2. Recruitment Firm Proposal
3. Resolution accepting the proposal of Strategic Government Resources
4. Resolution designating point of contact and appointing Selection Committee

COUNCIL

ACTION: 3/5 vote required to approve resolution

Carol Stone
Director of HR & Labor Relations



City Hall ♦ 333 West Ellsworth Street ♦ Midland, Michigan 48640-5132 ♦ 989.837.3300 ♦ 989.835.2717 Fax

April 4, 2017

Jon Lynch, City Manager
City of Midland
Midland, MI 48640

Dear Mr. Lynch,

At its March 10 meeting, City Council approved a scope of services for recruitment firms to assist in the search for a city manager and appointed a committee to review the proposals received and recommend a recruitment firm. The request for proposals (RFP) was provided to 12 recruitment firms specializing in public sector executive level recruitments and was posted on the City's website, as well as on the trade network sites for which the City participates, in accordance with the City's Purchasing Policy. Proposals were publicly opened on March 7, 2017.

The RFP required that the proposal for recruitment services and cost information be submitted in separate envelopes. This enabled the Committee to review and evaluate the merits of each proposal prior to considering cost information. Nine proposals were received for recruitment services and a tabulation of the proposals is listed below.

GovHR	\$18,500.00
The Mercer Group	\$19,900.00
Michigan Municipal League	\$21,000.00
Novak Consulting Group	\$22,300.00
Slavin Management Consultants	\$23,722.50
Colin Baenziger & Associates	\$24,500.00
Springsted-Waters	\$26,450.00
CPS HR Consulting	\$26,500.00
Strategic Government Resources	\$27,000.00

After the initial review by the Committee, the top three candidates were chosen for further review: GovHR, Springsted-Waters, and Strategic Government Resources. After contacting references and holding a video conference interview of each firm, the Committee is recommending that the proposal of Strategic Government Resources (SGR), in an amount not to exceed \$27,000, be accepted.

SGR is one of the top public sector consulting firms in the country and is being recommended based on their extensive experience in executive level recruitments; their approach to the recruitment process which can be customized by City Council and includes a candidate questionnaire, leadership style assessment, and video screening that will be shared with Council; the level of communication with Council throughout the process; their follow-up after selection; and their knowledge of and developing presence in Michigan.

Douglas Thomas, Senior Vice President with SGR, will be coordinating the City's recruitment process. Mr. Thomas is the former city manager for the City of Alma and also worked as assistant city manager for the City of Grand Haven.

It became clear while interviewing the consultants that there would be a need for a designated point of contact to provide administrative support for the recruitment process, as well as a City Council liaison to SGR to provide guidance during the recruitment process with things such as identifying stakeholders and the most effective method to engage them in providing input in the process; how to engage the community in creating the candidate profile; and coordinating the interview process with City Council. It is the Committee's recommendation that the Director of Human Resources be the designated point of contact for administrative support and that a Selection Committee be appointed to serve as Council liaison to SGR throughout the recruitment process. If it is the Council's desire, the members of the Recruitment Firm Selection Committee are willing to serve in this capacity.

Attached are two resolutions for Council's consideration. The first resolution accepts the proposal of SGR, authorizing the Mayor to enter into a contract for recruitment services in accordance with the scope of services and proposal submitted by SGR, subject to the review and approval of the City Attorney. The second resolution for Council's consideration designates the HR Director as the point of contact for administrative support and appoints the Selection Committee to serve as Council liaison to SGR during the recruitment process.

Please contact me if you have any questions.

Sincerely,



Carol Stone
Director of Human Resources and Labor Relations



March 3, 2017

Honorable Mayor Maureen Donker and City Council Members
City of Midland
333 W. Ellsworth
Midland, Michigan 48640

Dear Mayor Donker:

Thank you for the opportunity to submit this proposal to assist the City of Midland in your search for a new City Manager.

SGR is one of the top three local government executive recruitment firms in the nation and has the unique ability to provide a personalized and comprehensive recruitment to meet your needs.

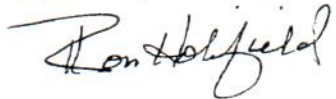
I would like to draw your attention to a few key items that distinguish SGR from other recruitment firms:

- SGR has over 75,000 email subscribers to my weekly "10 in 10 Update on Leadership and Innovation" e-newsletter.
- SGR will also send targeted emails to our database of over 4,000 city management officials.
- SGR's website, where this position would be posted, receives over 23,000 local government official visitors each month, with over 210,000 page hits per month – more than any other local government search firm website in the nation.
- SGR's job board (a separate website), where this position would also be posted, is the 2nd largest local government job board in the nation, with over 16,000 local government job seeker visitors each month, and over 1,200 jobs listed at any given time.
- SGR is the only search firm with a social media expert on staff, which provides a comprehensive social media marketing campaign that includes email, Facebook, Twitter, and LinkedIn.

The simple fact is that no other firm can touch our reputation for being trusted by both clients and candidates, and for successful long term placements.

We are truly excited about the prospect of doing this recruitment for the City of Midland. I look forward to discussing in more detail how we can help you select an exceptional City Manager and am available to visit in person with you at your convenience.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ron Holifield". The signature is fluid and cursive, with the first name "Ron" being more prominent than the last name "Holifield".

Ron Holifield

Chief Executive Officer

Strategic Government Resources

Ron@GovernmentResource.com

Cell: 214-676-1691

Company Contact Information

Contact Information for Binding Official / Primary Contact

Cyndy Brown, Managing Director of Operations
Strategic Government Resources

Address: P.O. Box 1642, Keller, TX 76244
Office: 817-337-8581
Fax: 817-796-1228
Email: CyndyBrown@GovernmentResource.com
Website: www.governmentresource.com

Alternate Contact

Ron Holifield, Chief Executive Officer
Strategic Government Resources

Address: P.O. Box 1642, Keller, TX 76244
Cell: 214-676-1691
Office: 817-337-8581
Fax: 817-796-1228
Email: Ron@GovernmentResource.com
Website: www.governmentresource.com

Company Profile

Background

Strategic Government Resources (SGR) was founded in 1999 and is fully owned by former City Manager Ron Holifield. Ron spent two high profile decades in city management, which included service as City Manager in several cities. He founded SGR for the express purpose of helping local governments be more successful by recruiting, assessing, and developing innovative, collaborative, authentic leaders. We specialize in executive recruitment, live training, online training, leadership development, assessments, consulting, and various other services geared to promote innovation in local governments.

Mission & Core Values

SGR's mission is to facilitate innovative leadership in local government. The simple fact is that in today's world of limited resources, local governments must innovate to survive. SGR has and continues to be a leader in spurring innovation in local government.

SGR's core values are: Customer Service; Integrity; Philanthropy; Continuous Improvement; Flexibility; The Golden Rule; Collaboration; and, Protecting Relationships.

Office Locations

SGR's corporate headquarters is in Keller, Texas, in the Dallas/Fort Worth Metroplex. SGR also has virtual offices in:

Colorado	Florida	Missouri	Oklahoma	Pennsylvania	Texas
Denver	Kissimmee	Gladstone	Stillwater	Philadelphia	Abilene
	Lakeland				Corpus Christi
					Dallas
					Granbury
					Greenville
					Lubbock
					Murchison
					Seabrook
					Sugar Land

Executive Recruitment Team

- Ron Holifield, Chief Executive Officer
- Cindy Hanna, Managing Director of Recruitment and Finance
- Melissa Valentine, Managing Director of Recruitment and Human Resources
- Kristin Navarro, Recruitment Director
- Katherine Lindley, Recruitment Manager
- Becky Welch, Recruitment Coordinator
- Delena Franklin, Recruitment Coordinator

Executive Recruitment Team (continued)

- Sherry Green, Recruitment Coordinator
- Muriel Call, Research Manager
- Andra Henson, Research Specialist
- Doug Thomas, Senior Vice President
- Bill Peterson, Senior Vice President - Executive Recruitment
- Gary Holland, Senior Vice President - Executive Recruitment
- Katie Corder, Senior Vice President - Executive Recruitment
- Kirk Davis, Senior Vice President – Executive Recruitment
- Larry Gilley, Senior Vice President – Executive Recruitment
- Mike Tanner, Senior Vice President - Executive Recruitment
- Molly Deckert, Senior Vice President - Executive Recruitment
- Tommy Ingram, Senior Vice President - Executive Recruitment

Unique Qualifications

Marketing and Networking

- SGR's 10 in 10 Update on Leadership and Innovation e-newsletter, where all recruitments conducted by SGR are announced, reaches over 70,000 subscribers.
- SGR has an opt-in subscriber database of over 4,000 city management professionals.
- SGR has formal collaborative partnerships with Maryland Municipal League, Ohio City/County Management Association, Missouri Municipal League, Oklahoma Municipal League, National Public Employers Labor Relations Association, Engaging Local Government Leaders, City Management Association of Oklahoma, and Texas Fire Chiefs Association.
- SGR trains approximately 800 local government employees each month in live training classes.
- SGR has almost 300 local government clients in over 40 states for our recruitment, training, and leadership development business lines combined.
- SGR hosted its 2017 Annual Conference on January 25-26, 2017. This conference is designed specifically for local government professionals and featured sessions carefully chosen to enhance leadership development and encourage networking, all while focusing specifically on local government. For more information and highlights visit: <https://www.governmentresource.com/SGR2017>.

Each executive recruiter has many years of experience in local government and a national network of relationships. The entire executive recruitment group works as a team to leverage their networks to assist with each recruitment. SGR team members are active on a national basis, in both local government organizations and professional associations. Many SGR team members frequently speak and write on issues of interest to local government executives. Only SGR can work all of the relevant networks as a peer and insider, resulting in better recruitment, better investigation, better intelligence, better information, and better final decisions.

Comprehensive Needs Assessment

SGR's executive recruiting services are unequalled. Our role is to find the candidate who is the best match for your organization. SGR devotes a tremendous amount of energy to understanding your organization's unique culture, environment, and local issues to ensure a great "fit" from values, philosophy, and management style perspectives.

Finding qualified candidates is not difficult; the hard part is finding qualified candidates who are the right fit for your organization. A leading edge candidate and a safe harbor candidate often look the same on paper, but will have profoundly different impacts on your organization.

Accessibility

Your executive recruiter is accessible at all times throughout the recruitment process and can be reached by candidates or clients, even at night and on weekends, by cell phone or email.

Responsive to You

If a problem arises, or you have questions, you can count on SGR staff to be available, prepared, and prompt.

Trust of Candidates

SGR has a track record of remarkable confidentiality and providing wise counsel to candidates and next generation leaders; we have earned their trust. As a result, SGR is typically able to get exceptional prospects to become candidates, even if they have declined to become involved in other recruitment processes, because candidates trust SGR to assess the situation well, communicate honestly and bluntly, and maintain their confidentiality.

Listening to Your Unique Needs

SGR is more interested in listening than in talking. Some firms depend on their tried and true stable of reliable candidates. These firms do not really need to listen to the client because the recruitment will result in the same list of finalists, no matter the type of information they receive from the client. SGR devotes tremendous energy to actively listening to your organization and helping you define and articulate your needs. SGR does not just go through the motions and then provide you with a list of qualified names from a stable of regulars. We work hard to conduct a comprehensive recruitment that is unique to you.

Recorded Online Interviews with Candidates

SGR's unique online recorded interview process allows the search committee to see candidates in an interview setting prior to the finalist stage of the recruitment process, and without having to pay travel expenses.

Comprehensive Media Reports

One of the worst things that can happen for your organization is to be surprised by undisclosed information about a finalist, especially if the surprise comes in the form of a newspaper article that is found by your critics. SGR has never had a client embarrassed by surprises about a candidate. SGR produces a comprehensive media search report on each finalist candidate. Each Media Report is compiled from information gathered using our proprietary online search process. This is not an automated process, and produces far superior results than a standard Google search which is typically utilized by other recruitment firms. The report length may be as long as 350 pages per candidate and may include news articles, links to video interviews, blog posts by residents, etc. No other firm provides such comprehensive media reports.

Comprehensive Background Investigation Reports

SGR provides the most comprehensive background investigations in the industry, and we are the only recruitment firm to use a licensed private investigation firm for these services.

Psychometric Assessments

SGR uses the DiSC Management Profile psychometric assessment to provide a detailed understanding of how candidates will lead and manage an organization. The DiSC assessment report also provides valuable information regarding candidates' strengths and weaknesses.

Equal Opportunity Commitment

SGR strongly believes in equal opportunity. SGR does not discriminate and is careful to follow both the letter and the spirit of laws regarding equal employment opportunities and non-discrimination. More importantly, however, SGR believes that equal opportunity is an ethical issue. SGR quite simply will not enter into an engagement with an entity or organization that directs, or expects, that bias should, or will be, demonstrated on any basis other than those factors that have a bearing on the ability of the candidate to do the job. You can anticipate that SGR will make a serious and sincere effort to include qualified women and minority candidates in the finalist pool. Although SGR obviously cannot, and would not, guarantee the makeup of the finalist group, SGR does have relationships and contacts nationwide to encourage the meaningful participation of women and minority candidates.

Value

For a variety of reasons that are detailed in this proposal, SGR will provide the most cost-effective executive recruitment for your organization. Some firms low ball their price, and make up for it by reducing the amount of time they commit, or charging extra for additional time required. SGR gives you a fixed price, and we are with you until the end of the process regardless of how many hours are required.

Emerging Leaders

SGR has a unique and unparalleled reputation of engaging and mentoring emerging leaders and young professionals. We will utilize our frequent personal interaction with emerging leaders, as well as our entire team's social media networks, to market this position and to identify potential applicants.

Five Way Guarantee

SGR provides the strongest guarantee in the industry.

1. Our price is our price. You will never be charged an additional fee because we need to come to another meeting or spend extra time.
2. You always have 24/7 cell phone and email access to the executive recruiter and SGR's CEO.
3. If you do not find the right candidate, we will start the process over with no additional professional fees.
4. If we place a candidate, that we have fully vetted through the SGR recruitment process, who stays less than 18 months, we will conduct the recruitment again with no additional professional fees. If the Organization circumvents SGR's recruitment process and selects a candidate that did not participate in the full recruitment process, this guarantee is null and void.
5. If we place a candidate with you, we will not directly solicit them for another job.

Key Personnel for this Recruitment

Doug Thomas, Senior Vice President

Doug Thomas joined SGR in 2015 and heads up SGR's Florida office, where he focuses on executive recruitment, leadership development, and training for local governments.

Prior to joining SGR, Doug served as City Manager for the City of Lakeland, Florida, where he has vast experience working with state and local government leaders, private partnerships, and is a charter member of Florida Business Watch. Doug is a regular presenter at national, state and local association conferences and meetings on topics ranging from electric utilities, park and recreational developments, legislative advocacy, strategic planning and budgeting, performance reviews for the Chief Executive, and other municipal programs and practices.

Doug served as City Manager for the City of Alma, Michigan, and Assistant City Manager for the City of Grand Haven Michigan. He also served with the Maryland cities of Rockville, and Landover Hills. Doug holds a Bachelor of Arts in Political Science and History from Bowling Green State University, and a MPA from The American University, Washington, D.C.

Douglas B. Thomas
874 Summerfield Drive
Lakeland, Florida 33803
Cell (863) 860-9314

PROFESSIONAL EXPERIENCE

Senior Vice President (October 2015 to current) **Strategic Government Resources**

Based in Keller Texas, Strategic Government Resources (SGR) exists to help local governments be more successful by Recruiting, Assessing, and Developing Innovative, Collaborative, Authentic Leaders.

Examples of experience:

Coordinate executive search functions for City Managers, City Attorneys, and Department Head positions for local governments across the country. Provide various services to clients including leadership development, assessments, governing body and senior leadership team retreats, community and organizational strategic visioning, and Priority-Based Budgeting, and other related services to promote innovation in local governments. Represent SGR as a regular presenter at national, state, and local association conferences and meetings on topics ranging from electric utilities, park & recreational developments, legislative advocacy, strategic planning, Priority-Based Budgeting, performance reviews for the Chief Executive, and other municipal programs.

City Manager (December 2003 to September 2015) **Lakeland, Florida**

Serve as Chief Executive Officer for the city which is centrally located along the I-4 corridor between Tampa and Orlando with a population of over 100,000. Lakeland offers its residents a full array of municipal services, including a municipal-owned electric generation and distribution utility that is ranked as the 3rd largest in the state and among the top 25 nationwide. The organization's annual budget is approximately \$600 million and employs approximately 2,500 personnel. The city is home to the Detroit Tigers during Major League Baseball's Spring Training; the Experimental Aircraft Association's Annual Sun 'n Fun Fly-in, recognized as America's second largest aviation event of its type, Florida Southern College, which features the world's largest one-site collection of buildings designed by the legendary architect, Frank Lloyd Wright and the state's 12th university, Florida Polytechnic University, which will start its inaugural class in the fall of 2014.

Examples of experience:

Financial:

Implementation of innovative and award winning Performance Budget that aligns the city's Strategic Planning processes into the annual financial and operational document. The approach involves a robust forward looking process, adoption of Actionable Items and tracking of Key Success Indicators to track progress on initiatives and benchmark services to comparable communities.

One of the first municipalities in the country to enact a Budget by Priorities fiscal model to ensure strategic resource allocation are made in areas that advance the Vision, Mission and Goals of the community. The innovative approach was presented in 2013 at an International City/County Management Association & Alliance for Innovation Priority Based Budgeting Conference "Summit of Leading Practices."

Developed fiscal and operational strategies to address an inherited wholesale power supply contract that failed to fully cover fuel costs which ultimately resulted in a \$92 million loss over its term. The multifaceted response involved negotiations to shorten the original term, coupled with utility-wide restructured operations; strategic short and long term maintenance and capital planning; a smaller and more efficient workforce; implementation of a quarterly fuel adjustment process and revisions to fuel hedging programs; creation of a Risk Oversight Committee; a new governance oversight structure involving representatives from all rate classes along with elected officials; and adoption of a formalized methodology for calculating the transfer of dividends to the host government. Collectively, these improvements positioned the electric utility from being one of Florida's highest cost providers to the lowest cost provider across almost all rate classes.

Restructured local municipal employee pension plans, including bifurcation of Police and Fire Plans from the General Employee Plan, in addition to being a frontrunner community to offer a hybrid defined benefit-defined contribution plan option to better meet the varying needs of employees in a fiscally sustainable manner.

Improved City's bond ratings through sound financial management and regular meetings with rating agencies, with City General Obligation currently rated AA by Fitch; Lakeland Electric at AA with Standard & Poor's and AA- by both Fitch and Moody's, and Water/Wastewater Utilities at AA+ with Fitch.

Successfully merged numerous stand-alone departments and divisions including Facilities, Fleet, Records Retention, Information Technology, Purchasing, and Civil Service/Retirement Services into more efficient consolidated operations

Public/Private Partnerships:

Partnered with private medical provider for the implementation of the City's HealthStat Employee Wellness Clinic, representing one of the first local government implemented in Florida, to address increasing costs in the city's self-insured medical plans. In 2013, the Clinic saved an estimated \$3.7 million on medical and Workers Compensation claims through provided services. The program has resulted in a 4-1 return on investment and is regularly used as a benchmark for many other communities and corporate wellness program start-ups.

Charter member of Florida Business Watch, which is an organization designed to connect private sector partners with local government officials to share knowledge, goals and opportunities for the betterment of our communities. It is a truly unique group designed to promote good public policy and opportunities across the State of Florida. I was pleased and honored to receive their inaugural "Essential Piece Award" in May, 2014.

Award winning Fleet partnership with NAPA resulting in cost avoidance of over \$200,000 per year in parts inventory, coupled with privatized tire services with GCR Tire Centers which yields annual savings of \$111,000. The Fleet Division was recognized in 2013 as "100 Best Fleets" by Government Fleet Magazine for third straight year.

Partnership with SunEdison, LLC for the development of solar photovoltaic generation facilities to leverage private capital financing and tax credits that would otherwise be unavailable to a municipal electric utility. The agreement involved privately financed, ownership and operation of up to 24 MW of ground and rooftop solar farms in return for a 25 year purchased power agreement with Lakeland Electric. The largest installation involved a 5.3 MW facility on 45 acres at the city's airport which required special approval from the FAA which was the first of its kind in the southeast region. As host of the facility, the airport received a discount on its electric bill enabling it to finance a variety of HVAC and lighting energy efficiency upgrades that further reduced energy costs.

Negotiation of innovative 30-year agreement with Tampa Electric Company (TECO), the Southwest Florida Water Management District (SWFWMD) and Lakeland's Water Utilities Department for the use of reclaimed water from the city's wetland's facility involving the construction of \$65 million pumping station and 15 mile transmission pipeline to supply 5 MGD of alternative water supply to TECO's Polk Power Station for cooling purposes. In conjunction with the agreement, Lakeland secured a 20-year water groundwater permit from SWFWMD and eliminated the need for ongoing NPDES permit costs and requirements for discharge from the wetlands into the Alafia River.

Economic Development:

Proven track record of economic development success with personal involvement in roughly 50 industrial and high tech projects resulting in 7 million square feet of new development, \$510 million in capital investment and approximately 5,000 new jobs. Projects include leading companies in the areas of high tech, health care, medical supplies and packaging, pharmaceuticals, aviation, call centers, brewing and wine/spirits, food processing, flavorings, warehousing/logistics, in addition to a diverse range of industrial operations.

Economic development approach has involved the configuration of a "One Stop Shop" consolidating all city utilities and permitting, coupled with a dedicated ombudsman to overcome any challenges and to ensure projects meet their desired development schedule with certainty.

Creative development approaches ranging from the negotiation of an economic development electric rate to secure a \$45 million air separation plant that became the utility's 2nd largest customer including locating the development on city-owned land adjacent to the power plant for reliability purposes and utilization of re-use water to crafting a proposed \$37 million baseball stadium improvement and associated training campus agreement in support of the Detroit Tigers Major League Baseball organization.

Innovation/Technology:

Development and implementation of new "form-based" zoning code which involves emphasis on physical design, building scale and neighborhood character in contrast to traditional zoning code approach.

Implementation of Lakeland Electric's \$35 million Smart Grid initiative to enable customers to view and control their energy consumption and costs with time of use rates through web-based portal, reduced distribution system operations and maintenance costs, and improved system reliability and outage management. Initiative was supported with a \$20 million federal grant for the installation of 124,000 smart meters, automated meter infrastructure and highly protected data management/security system.

Conversion of manual system to new weekly Pay-As-You-Throw EZ Can solid waste and recycling automated collection system. Program has become recognized as an industry leader by public and private waste management entities across the U.S. for driving best practices in full implementation and utilization of Radio Frequency Identification (RFID) technologies

Implementation of Rapid Process Improvement (RPI) Teams to assist departments in identifying potential projects and quickly develop low to no cost solutions to improve operational efficiencies. Process involves trained RPI employees working with key individuals involved in a project to break out the individual steps of process over the course of a week to eliminate bottlenecks and streamline operations.

Development of unique combined municipal and Aircraft Rescue Fire Fighting (ARFF) fire station in support of the airport's FAA requirements coupled with cost effective method to improve the city's ISO rating in southwest Lakeland from class 10 to class 3.

Development of Power Academies with the Polk County School Board to expose high school students to careers in the electric industry The innovative program has been featured in numerous state and national conferences as an industry model in response to the electric utility industry aging workforce challenges.

Intergovernmental Relations:

Member of the Florida League of Cities 'Keys to the City' Task Force which was comprised of 37 municipal officials from across the state to develop a state policy agenda that was presented to newly-elected Governor Rick Scott to remove barriers that prevent cities from prospering; developing policies that promote local self-governance; invest in the economic vitality of cities as incubators or progress and allow cities to protect their community's quality of life.

Outsourced the City's utility bill and business tax processing operations with the Polk County Tax Collector, resulting in one-time capital savings \$100,000 and elimination of \$200,000 in annual costs.

Extensive successful federal and state advocacy to advance the City's Annual Legislative Agenda, including a wide range of topics including passenger and freight rail, pension reform, local and intergovernmental revenues, municipal bonds, funding for local capital projects and initiatives, airport and convention operations, Major League Baseball Spring Training, red light camera programs in addition to general government and utility matters.

Regular presenter at various national, state and local association conferences and meetings on topics ranging from electric utilities, park & recreational developments, legislative advocacy, strategic planning and budgeting, performance reviews for the Chief Executive and other City of Lakeland programs and practices.

City Manager (June 1989 to November 2003)
Alma, Michigan

Served as Chief Executive Officer for a full service city centrally located in the State of Michigan. Alma is the core community within the area where many of the county's 42,000 residents work, shop and rely upon the community's recreational, retail and cultural facilities. The city is also home to Alma College, and is also known as "Scotland, USA" for hosting the annual Alma Highland Festival and Games, recognized as one of North America's most popular Scottish events.

Examples of experience:

Public/Private Partnerships:

Organized the city's first Tax Increment Financing Authority that resulted in a public investment of roughly \$1.2 million that leveraged over \$20 million in private funds and maintained one of the city's largest industries and employers.

Coordinated the investigation and strategy of establishing a competitive municipal electric utility estimated to save the community an estimated \$40 million over ten years. Project received national attention and was one of the country's first municipal electric deregulation cases before the Federal Energy Regulatory Commission (FERC). Issue involved direct testimony, extensive legislative monitoring and advocacy at both the federal and state level.

Secured a "Covenant not to Sue" from the State of Michigan to provide legal protection to both the city and a new industry as part of a project to redevelop a former ethanol plant to an asphalt emulsion production and distribution facility. Development resulted in the conversion of a delinquent property tax reverted property into one of the city's top ten taxpaying entities.

Negotiated a multi-year, multi-million dollar tax appeal involving a petroleum refinery that comprised 20% of the community's tax base. The settlement involved a uniquely structured agreement that provided stability to the city's tax base, satisfied the company and included a refund to cover all public defense costs associated with the appeal.

Served as a member of the Gratiot Technical Educational Center (GTEC) Development Committee which led to the development of a new job training and educational center to assist area businesses and industries attract and retain skilled personnel.

Negotiated the groundwork agreement to relocate a scrap yard operation from a site adjacent to a riverfront and the central business district to a former industrial "brownfield" site and facilitate the redevelopment of the former scrap yard property to a mixed-use commercial/office, and recreational area.

Intergovernmental Relations:

Played a leadership role in the consolidation of four separate jurisdictional public safety dispatch operations into a countywide E-911 Central Dispatch Center. Project involved union negotiations, equipment financing, development of an intergovernmental contribution formula and public information campaign.

Initiated and co-chaired a multi-jurisdictional committee to address traffic, safety and development concerns along the city's busiest transportation corridor. Process led to the establishment of a corridor master plan and subsequent construction of service drives, numerous roadway extensions, traffic signal installations and future design standards. Negotiated unique property acquisitions and development agreements to implement the plan.

Steering committee member of the Gratiot County Strategic Planning Committee and Co-Chaired the Intra-Intergovernmental Subcommittee. The effort has led to improved cooperative strategies between the various local governmental units within the county.

Negotiated Conditional Land Transfer Agreements with neighboring townships to enlarge the city by approximately 400 acres. One such agreement established the framework for the development of an Urban Growth Boundary to define the parameters for future land transfers to the city.

Nurtured the creation of the Mid-Michigan Area CATV Consortium that includes eleven communities served by a common cable operator in an effort to consolidate franchise negotiation strategies and costs, pool franchise fees to expand public access programming and resources, and implement common telecommunication ordinances and permit processes throughout the area.

Development of a proposed multi-jurisdictional recreational authority involving multiple public school systems and local governments within the county. Proposal involved the creation of an Interlocal Agreement and cost sharing financial model.

Financial:

Directed the conversion of the historical annual financial plan to a performance based Program Budget that is policy oriented for review by the City Commission and public in their oversight and analysis of the municipal operations. Document has consistently received the "Distinguished Budget Presentation Award" from the Government Finance Officers Association.

Management of financial and operational plan in response to the closure of the city's largest industry. Plan involved the development of an Early Retirement Incentive Program that allowed the city to reduce its workforce by approximately 11% without the need for layoffs, implementation of organization-wide restructuring plans and maintenance of subsequent budgets at historical millage levels.

Initiated annual strategic planning and budget goal setting sessions for the City Commission and department staff utilizing statistical trends and forecasts to support long-range visioning.

Participated in the financial and administrative analysis associated with the re-rating of the organization that resulted in an upgrade from Baa1 to A-, with bond interest rate proposals typically reflecting A rated entities.

Coordinated and oversaw the filing of various project applications which resulted in over \$7 million of federal, state and local grant supported projects for park improvements, infrastructure developments, housing rehabilitation programs, brownfield redevelopments, library automation and airport capital improvements.

Developed the organization's first Capital Improvement Plan which provides a five-year development and financial strategy associated with significant public improvements and equipment purchases.

Innovation/Technology:

Initiated the selection and development of computerization technology throughout the organization resulting in new hardware and software in every department, a municipal Local Area Network linking common data, a municipal website, an automated circulation and Internet access program for the library and the implementation of a geographical information system.

Coordinated the effort to eliminate fueling stations at both the municipal and public school maintenance garages which resulted in the development of a private automated attendant system that serves both entities in addition to a number of other area businesses.

Converted a limited bi-weekly residential recycling program to a weekly curbside program which includes an extensive list of eligible items, a multi-jurisdictional annual household hazardous waste program and a seasonal yard waste collection/disposal program.

Foundation Experience:

Grand Haven, Michigan:

- Assistant City Manager (1986 to 1989)
- Administrative Assistant to the City Manager (1984 to 1985)

Rockville, Maryland (1982 to 1984)

Landover Hills, Maryland (1982)

EDUCATION

M.P.A. The American University
Washington, D.C. (1983)
Concentration: Urban Affairs

B.A. Bowling Green State University
Bowling Green, Ohio (1981)
Majors: Political Science & History

PROFESSIONAL AFFILIATIONS & HONORS

International City/County Management Association 30-year member
Florida City & County Management Association 10-year member
 District VIII Director (2009 – 2012)
 Co-Chair Public Policy Committee (2010-2013)
 Technology & Public Information Committee (Co-Chair 2009-2010)
 Strategic Planning Committee (2008-2009)
Florida League of Cities
 Legislative Committee (2011)
 "Keys to the Cities" Task Force Member (2011)
 Finance & Taxation Committee (2007-2009)
 Home Rule Administration Council (2006)
Michigan Local Government Management Association (1984-2004)
 President (2000)
 Board of Directors (1995-1997)
 Chair, Winter Institute Planning Committee (1996)
 Public Policy Committee
 Nominating Committee
Michigan Municipal League (MML)
 Trustee (1997-2000)
 Public Policy Committee (1996-2003)
 Chair, Region IV (1992)
 Chair, Local Energy Aggregation Program (2000-2003)
National League of Cities (NLC)
 Energy & Technology Committee (2000-2003)
Greater Gratiot Development Incorporated Board of Directors, 1992- 2003
Chair, Gratiot County Central Dispatch Authority, 1993 - 2003
Executive Director, Alma Local Development Authority, 1989 to 2003

Community Service

Lakeland Area Chamber of Commerce
 Board Member (2003-present)
 Governmental Affairs Committee
Leadership Lakeland, Class XXII (2004-2005)
Lakeland Volunteers in Medicine (2007-present)
 Board Member
Mid-Michigan Industries Board of Directors, 1993-2003
Vice Chair, 1998; Treasurer, 1997
Gratiot Area Chamber of Commerce Board of Directors, 1995-2003
Alma Kiwanis Club, (1989-2003)
 President, 1992-1993

Special Honors

Michigan Municipal League's "Special Award of Merit"
Michigan Municipal League's "Excellence in Service Award"
Florida Business Watch "Essential Piece" Inaugural Award Winner

Project Methodology

SGR provides a comprehensive scope of executive recruitment services, and each executive recruitment service contract is tailored to meet the client's specific needs. However, a full service recruitment typically entails the following:

- 1. Organizational Inquiry and Analysis**
 - Outline Project Plan and Timeline
 - Individual Interviews with Search Committee/ Key Personnel/ Community Leaders (if desired)
 - Development of Position Profile and Professional Production of Brochure
- 2. Advertising and Recruitment**
 - Ad Placement
 - Social Media and Marketing of Position
 - Ongoing Communication with Applicants and Prospects
- 3. Initial Screening and Review**
 - Management of Applications
 - Evaluation and Triage of Resumes
 - Search Committee Briefing to Facilitate Selection of Semifinalists
- 4. Evaluation of Semifinalist Candidates**
 - Personal Interaction with Semifinalist Candidates
 - Written Questionnaire
 - Recorded Online Interviews
 - Media Search Stage 1
 - Semifinalist Briefing Books
 - Search Committee Briefing to Select Finalists
- 5. Evaluation of Finalist Candidates**
 - Comprehensive Media Search Stage 2
 - Comprehensive Background Investigation Report
 - DiSC Management Assessment
 - Finalist Briefing Books
 - Press Release (if desired)
 - Stakeholder Engagement (if desired)
- 6. Interview Process**
 - First Year Game Plan (if desired)
 - Conduct Interviews
 - Deliberations
 - Reference Checks
- 7. Negotiations and Hiring Process**
 - Determine the Terms of an Offer
 - Negotiate Terms and Conditions of Employment
 - Transition Strategy
- 8. Post-Hire Team Building Workshop (supplemental service, if desired)**
 - I-OPT Team Building Workshop

Step 1: Organizational Inquiry and Analysis

In the Organizational Inquiry and Analysis Stage, SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your particular needs.

Outline Project Plan and Timeline

SGR will meet with the client at the outset of the project to finalize the recruitment plans and timeline. At this time, SGR will also request that the client provide additional information about the community, organization, and position. Information requested will include general information and available resources about the community, school district, economic vitality, political leadership, organization, strategic plan, governing body goals and objectives, budget information, major projects, job description, salary range, benefits package, etc.

Individual Interviews with Search Committee and Key Personnel (if desired)

Fully understanding your organizational needs is the most critical part of conducting a successful executive recruitment. SGR conducts individual interviews with the Search Committee, key staff, and/or direct reports to find out more about the position, special considerations, and the political environment. These interviews last approximately 30 minutes to one hour each and identify individual issues that may affect the dynamics of the recruitment, as well as develop a composite understanding of the organization's preferences. This process helps with organizational buy-in and will assist us in developing the Position Profile as we look for any significant staff issues or major disconnects that may not otherwise be apparent.

Development of Position Profile Brochure

Following the individual interviews and internal analysis, SGR will develop a draft Position Profile Brochure that is reviewed and revised in partnership with your organization until everyone agrees it accurately reflects the sought-after leadership and management characteristics. A sample brochure is included with this proposal document.

Step 2: Advertising and Recruitment

The Advertising and Recruitment stage includes ad placement, email distribution of the Position Profile, responding to inquiries about the position, and ongoing communication with applicants and prospects.

Ad Placement/ Social Media and Marketing of Position

The Executive Recruiter and client work together, to determine the best ways to advertise and recruit for the position. Ads are typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates for that particular position.

SGR's preferred strategy is to rely on email distribution of the Position Profile brochure to key opinion leaders and potential prospects across the country. The position will be announced in our "10 in 10" e-newsletter, which reaches over 75,000 local government professionals, in addition to a targeted email announcement to specific professional categories and/or areas of

the country. By utilizing an email distribution strategy, these brochures tend to “get legs” of their own, resulting in a very high penetration rate at minimal cost.

SGR will utilize Facebook, Twitter, personal phone calls, personal emails, LinkedIn, Instagram, and Pinterest to promote the position. This communication is both to solicit high potential candidates and to encourage key local government professionals to share information within their professional circles.

Ongoing Communication with Applicants and Prospects

SGR communicates with all applicants on a frequent and ongoing basis to ensure applicants stay enthusiastic about the opportunity. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast, accurate, and complete information, and in a warm and personal manner. This is one of the first places a prospective candidate will develop an impression about organization, and it is an area in which SGR excels. SGR also utilizes Google Alerts for each client organization and provide updates to our Executive Recruiters and applicants of any references made regarding the client organization in various media outlets.

Step 3: Initial Screening and Review

This stage of the executive recruitment involves managing the flow of resumes, and screening and evaluating resumes.

Management of Applications

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personal responses to any questions or inquiries.

Evaluation and Triage of Resumes

SGR uses a triage process to identify high probability, medium probability, and low probability candidates. The triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues regarding previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process described above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to make sure that the minimum requirements of the position are met, and which of the preferred requirements are met. This sifting process assesses how well candidates' applications fulfill the recruitment criteria outlined in the Position Profile.

Search Committee Briefing / Selection of Semifinalist Candidates

At this briefing, SGR will provide a comprehensive progress report via PowerPoint presentation and will facilitate the selection of approximately 8-12 semifinalists. The presentation will include summary information on the process so far, the candidate pool overall, and any trends or issues

that have arisen, as well as a briefing on each candidate and their credentials. No other firm offers this level of reporting detail and transparency.

Step 4: Evaluation of Semifinalist Candidates

Reviewing resumes is an important and valuable step in the executive recruitment process. However, the simple fact is that resumes can be misleading. They tell you nothing about the individual's personal qualities or his/her ability to get along with other people. Resumes can also exaggerate or inflate accomplishments or experience. SGR's responsibility is to go more in-depth than the resume to ensure that those candidates who continue in the process are truly outstanding.

Personal Interaction with Semifinalist Candidates

SGR's goal is to have a clear understanding of the person behind the resume and what makes him/her an outstanding prospect for you. The evaluation of semifinalist candidates includes follow-up by phone when appropriate to ask any questions about underlying issues.

Written Questionnaire

SGR will ask semifinalist candidates to complete a comprehensive written exercise designed to provide greater insight into candidate thought processes and communication styles. SGR's written instrument is custom-designed around the priorities identified by the Search Committee and usually includes about 20 questions focusing on 5-6 key areas of particular interest to the client. This written instrument will be included with the semifinalist briefing book with the cover letters and resumes.

Recorded Online Interviews

SGR offers recorded online videos of candidates answering pre-recorded questions. This provides a very insightful, efficient and cost effective way to gain additional insights to utilize in selecting finalists you want to come in for live interviews. The online interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Online interviews also convey to candidates that the organization is using leading edge technology in its business processes and provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest. Online interviews are emailed to the Search Committee for viewing prior to selection of finalist candidates.

Media Search Stage 1

Stage 1 of our media search involves a comprehensive review of all newspaper articles on the candidate in major news outlets within the previous two years. These media reports at the semifinalist stage have proven helpful by uncovering issues that were not previously disclosed by prospective candidates. The Executive Recruiter will communicate any "red flags" to the Search Committee immediately upon discovery.

Search Committee Briefing / Selection of Finalist Candidates

Prior to this briefing, SGR will provide each member of the Search Committee with a briefing book on the semifinalist candidates. The briefing book will include written questionnaires, online interviews, and any additional information obtained about the candidate. The purpose of this briefing is to facilitate narrowing the list to 4-6 finalists who will be invited for personal interviews.

Step 5: Evaluation of Finalist Candidates

Once the finalists have been selected, SGR will coordinate with you to schedule interviews.

Comprehensive Media Search Stage 2

These Stage 2 Media Reports are compiled by utilizing our proprietary media search process including variations of the candidates' names and states/cities in which they have lived or worked, and searches of local papers where the candidates have lived or worked. We also search social media sites. The Media Reports typically range from 20-300 pages per candidate and may include news articles, links to video interviews, blog posts by residents, etc. The Media Reports are put into an easy-to-read format and recorded onto flash drives for the Search Committee. The candidate's name is highlighted each time it appears.

These media reports have proven helpful to Search Committees by uncovering issues that were not previously disclosed by candidates and that would likely not have been discovered through an automated search or Google search, typically used by other recruitment firms. The Media Reports also give the Search Committee an overview of the type and extent of press coverage that a candidate has experienced over the course of his/her career.

Comprehensive Background Investigation Reports

Through SGR's partnership with FirstCheck, a licensed private investigations company, we are able to provide our clients with comprehensive background screening reports that include detailed information such as:

- Social Security number trace
- Address history
- Driving history/motor vehicle records
- Credit report
- Federal criminal search
- National criminal search
- County wants and warrants
- Global homeland security search
- Sex offender registry search
- State criminal search (for current and previous states of residence)
- County criminal search (for every county in which candidate has lived or worked)
- County civil search (for every county in which the candidate has lived or worked)
- Education verification

A sample Background Investigation Report is included with this proposal document.

Assessments (DiSC Management Profile)

It is critical for you to know as much as you can about your new executive before hiring him/her. Historically, employers have depended upon resumes, references, and interviews as sources of information for making hiring decisions. In practice, these sources have often proved inadequate for consistently selecting successful employees. The use of assessments has become essential for employers who want to place the right people in the right positions.

SGR uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management Profile analyzes and reports comprehensively on the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager.

Press Release (if desired)

Until you have "sealed the deal," you need to be cautious in order to avoid the embarrassment of a premature announcement that does not work out. You also want to try to notify all senior staff and unsuccessful candidates before they read about it in the newspaper. SGR will assist with this coordination and with drafting any announcements or press releases.

Stakeholder Engagement (if desired)

At the discretion of the Search Committee, we will work closely with your organization to engage stakeholders in the recruitment process. Our recommendation is that we design a specific stakeholder engagement process after we learn more about the organization and the community. Different approaches work best in different communities. Below is an array of options we have used in the past, but we will collaborate with your organization to determine which option, or combination of options, will be the most effective for the unique needs of the organization.

- Interviewing community leaders at the outset of the recruitment;
- Holding a public forum for citizen engagement at the outset of the recruitment;
- Facilitating a Q&A series in the local newspaper with finalist candidates. This would run a week or two prior to the interviews;
- Utilize a citizen committee to conduct the early stage candidate screening and then turn over a semifinalist list to the City Council (if applicable);
- Community leader reception;
- Meet and greet;
- Search Committee and key community leader dinner meeting;
- "Round Robin" forum meetings with various community groups during a multi-day interview process; and,
- Site visits by citizen committee members to the finalist candidates' communities to report back.

Step 6: Interview Process

Once the finalists have been selected, SGR will coordinate with you to schedule interviews.

First Year Game Plan (if desired)

"First Year Game Plan" process where finalist candidates are provided with elected official, key staff, and community leader contact information, and the candidates are given free rein to make contact with all of them in advance and use those insights to develop a "first year game plan" based on what they know so far. Feedback is received from the key contacts on their impressions of the finalist candidates from the interactions with the candidates prior to the interviews. This exercise provides the opportunity to evaluate candidates' written and interpersonal communication skills, as well as critical analysis skills.

Conduct Interviews

SGR will schedule interviews at a date/time convenient to your organization. This process can be as simple, or as complex, as your organization desires. SGR will help you determine the specifics you need. SGR will prepare sample interview questions and will participate throughout the process to make it smooth and efficient.

Deliberations

At this meeting, SGR will facilitate a discussion about the finalist interviews and assist the Search Committee in making a decision on whether to bring back one or more candidates for a second interview.

Reference Checks

Our reference checks are the most comprehensive in the industry. We place very little confidence on the references provided by the candidates since those can be expected to be biased. Instead, we will typically talk to as many as 20 professional contacts for a given candidate including elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, civic leaders, and media representatives. We always seek out the candidate's greatest critics and greatest fans to ensure a complete, yet balanced, perspective and overview of each candidate.

Step 7: Negotiations and Hiring Process

Once the organization is ready to make an offer, SGR can provide additional assistance to the client in the following areas.

Determine the Terms of an Offer

Upon request, SGR will provide comparative data for selected organizations, appropriate employment agreement language, and other similar information to assist you in determining an appropriate offer to extend to your candidate of choice.

Negotiate Terms and Conditions of Employment

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will determine and define any special needs or concerns of the chosen candidate, including anything that could be a complicating factor. SGR is experienced and prepared to help craft win-win-solutions to negotiation "log-jams."

Transition Strategy

There are a variety of transition issues when hiring a new executive. SGR will brief the client on transition issues that need to be addressed and will provide a recommendation on what actions to take. Together, we will create a transition strategy that builds the foundation for a successful long-term relationship.

Step 8: Post-Hire Team Building Analysis (supplemental service)

SGR can provide a customized team building workshop after you hire for the position. SGR utilizes I-OPT, which is a validated measurement tool that shows how a person perceives and processes information. Because people "see" different things when they assess a situation, they are motivated to take various courses of action, so understanding you and your colleagues' I-OPT Profiles will enable you to work much more effectively as a team. Price is \$4,000 for a half-day onsite workshop, plus travel expenses, and \$150 per person for I-OPT reports (if not previously completed as part of the recruitment process), which include Individual Analysis Report, Emotional Impact Management Report, Change Management Report, and Team Management Report. Two-Person Reports can be ordered for an additional fee of \$50 per report.

Timeline (Standard Recruitment)

Task	Weeks
<ul style="list-style-type: none"> Contract Executed Outline Project Plan, Timeline Individual Interviews with Search Committee/ Key Personnel/ Community Leaders (if desired) 	Week 1
<ul style="list-style-type: none"> Development of Position Profile Brochure Search Committee Reviews and Approves Brochure 	Weeks 2-3
<ul style="list-style-type: none"> Ad Placements Accept Applications Email Distribution and Marketing of Position Profile 	Weeks 4-7
<ul style="list-style-type: none"> Triage and Scoring of Resumes 	Week 8
<ul style="list-style-type: none"> Search Committee Briefing (Slide Presentation)/Select Semifinalists Candidates Complete Questionnaire and Online Interviews Stage 1 Media Searches 	Week 9
<ul style="list-style-type: none"> Deliverable: Semifinalist Briefing Books 	Week 10
<ul style="list-style-type: none"> Search Committee Briefing/Select Finalist Candidates 	Week 11
<ul style="list-style-type: none"> Comprehensive Media Search Stage 2 Comprehensive Background Screening Report Candidates Complete DiSC Management Assessment 	Weeks 12-13
<ul style="list-style-type: none"> Deliverable: Finalist Briefing Books 	Week 14
<ul style="list-style-type: none"> Stakeholder Engagement (if desired) Conduct Interviews Deliberations Reference Checks Negotiations Announcement/Press Release 	Week 15

**Each recruitment timeline is different based on the particular needs of the organization. SGR has completed searches in as little as 45 days, although this is not the recommended approach. We have also extended recruitment well beyond 15 weeks, based on the preference of the client.*

Provision of Service Guarantee

SGR guarantees that you will be satisfied with the results of the recruitment process, or we will repeat the entire process at no additional professional fee until you find a candidate that you desire. Additionally, if you select a candidate (that SGR has fully vetted) who resigns or is released within 18 months of their hire date, SGR will repeat the process at no additional professional fee to the client. If the Organization circumvents SGR's recruitment process and selects a candidate that did not participate in the full recruitment process, the service guarantee is null and void. We also guarantee that we will not directly solicit a candidate we bring to you for another job.

References

Matt Mueller, Town Manager
Town of Little Elm, Texas (pop. 5,100)
Email: mmueller@littleelm.org
Phone: 214-975-0405

Laurie Dove, Mayor
City of Valley Center, Kansas (pop. 5,100)
Email: vcmayor@valleycenterks.org
Phone: 316-755-7310

Jill Bissinger, Human Resources Manager
City of Beavercreek, Ohio (pop. 45,900)
Email: bissinger@beavercreekohio.gov
Phone: 937-320-7387

Sharon Subadan, City Manager
City of Albany, Georgia (pop. 75,600)
Email: SdSubadan@albany.ga.us
Phone: 229-431-3234

Frank Klipsch, Mayor
City of Davenport, Iowa (pop. 101,300)
Email: fklipsch@ci.davenport.ia.us
Phone: 563-326-7701

Paul Fetter, Council President
Town of Clarksville, Indiana (pop. 22,100)
Email: pfetter@townofclarksville.com
Phone: 502-777-4089

Howard Klug, Mayor
City of Williston, North Dakota (pop. 13,000)
Email: howardklug@hotmail.com

Tadd Phillips, Human Resources Director
City of Georgetown, Texas (pop. 50,800)
Email: Tadd.Phillips@georgetown.org
Phone: 512-930-2504

Tim Pogue, Mayor
Haley Morrison, Human Resources Director
City of Ballwin, Missouri (pop. 30,000)
Email: tpogue@ballwin.mo.us
Email: h Morrison@ballwin.mo.us
Phone: 636-207-2332

Brian Dickerson, Human Resources Director
City of Fort Worth, Texas (pop. 812,200)
Email: Brian.Dickerson@fortworthtexas.gov
Phone: 817-392-7783

Lynn Barboza, Human Resources Manager
City of Las Vegas, Nevada (pop. 567,600)
Email: lbarboza@lasvegasnevada.gov
Phone: 702-229-4879

Jon Admundson, Assistant City Manager
City of Richland, Washington (pop. 47,500)
Email: jamundson@ci.richland.wa.us
Phone: 509-942-7380

Catherine Blakeman, Human Resources Director
City of Commerce City, Colorado (pop. 43,800)
Email: cblakeman@c3gov.com
Phone: 303-289-3624

Recent City Management Executive Searches

2017

City/Town Manager or Administrator

- Bedford, Texas (pop. 49,000)
- Killeen, Texas (pop. 119,000)
- Parkville, Missouri (pop. 5,400)
- Stephenville, Texas (pop. 17,400)

2016

City/Town Manager or Administrator

- Amarillo, Texas (pop. 189,000)
- Angleton, Texas (pop. 19,000)
- Bastrop, Texas (pop. 8,400)
- Beavercreek, Ohio (pop. 45,000)
- Bethany, Oklahoma (pop. 19,500)
- Canadian, Texas (pop. 2,900)
- Carrollton, Texas (pop. 128,000)
- Choctaw, Oklahoma (pop. 11,500)
- Colleyville, Texas (pop. 24,500) – in process
- Clarksville, Indiana (pop. 22,000)
- Craig, Colorado (pop. 9,300)
- Davenport, Iowa (pop. 101,000)
- Des Moines, Washington (pop. 29,000)
- Elgin, Texas (pop. 10,000)
- Gunnison, Colorado (pop. 5,500)
- Lake Dallas, Texas (pop. 8,000)
- Lake Worth, Texas (pop. 4,000)
- Palestine, Texas (pop. 18,000)
- Palm Beach Shores, Florida (pop. 1,500)*
- Piney Point Village, Texas (pop. 3,500)
- Raytown, Missouri (pop. 28,000)*
- Spokane Valley, Washington (pop. 90,600)
- Sweetwater, Texas (pop. 10,000)
- Vail, Colorado (pop. 4,800) – in process
- Valley Center, Kansas (pop. 5,000)
- Williston, North Dakota (pop. 13,000)

Deputy/Assistant City or Town Manager

- Addison, Texas, DCM (pop. 15,700)
- Chandler, Arizona ACM (pop. 255,000) – in process

2015

City/Town Manager or Administrator

- Abilene, Texas (pop. 118,000)
- Altus, Oklahoma (pop. 19,000)

- Alvin, Texas (pop. 23,000)
- Arcadia, Florida (pop. 7,500)*
- Azle, Texas (pop. 11,500)
- Baytown, Texas (pop. 70,000)
- Ballwin, Missouri (pop. 30,000)
- Bridgeport, Texas (pop. 6,000)
- Casper, Wyoming (pop. 53,500)
- Forney, Texas (pop. 16,000)
- Georgetown, Texas (pop. 50,000)
- Granbury, Texas (pop. 6,800)
- Guthrie, Oklahoma (pop. 10,000)
- Hot Springs, Arkansas (39,000)
- Kaufman, Texas (pop. 8,900)
- Lamesa, Texas (pop. 9,300)
- Missouri City, Texas (pop. 74,500)
- Montgomery, Texas (pop. 600)
- Mount Pleasant, Tennessee (pop. 4,500)*
- Muskegon Heights, Michigan (pop. 11,500)
- Northglenn, Colorado (pop. 34,000)
- Port Lavaca, Texas (pop. 11,000)
- Sealy, Texas (pop. 6,000)
- St. Charles, Missouri (pop. 65,000)
- Stillwater, Oklahoma (pop. 46,000)

Deputy/Assistant City or Town Manager

- Bellevue, Washington, DCM (126,600)
- Fort Worth, Texas, ACM (pop. 790,000)
- Georgetown, Texas, ACM (pop. 50,000)
- Waco, Texas, ACM (pop. 129,000)

2014

City/Town Manager or Administrator

- Chapel Hill, Tennessee (pop. 1,500)*
- Converse, Texas (pop. 19,500)*
- Duncanville, Texas (pop. 36,400)
- Fate, Texas (pop. 7,000)
- Galveston, Texas (pop. 56,000)*
- Joshua, Texas (pop. 6,000)
- Kilgore, Texas (pop. 13,000)
- Kyle, Texas (pop. 30,500)
- Lindale, Texas (pop. 5,000)
- Miami, Oklahoma (pop. 13,500)
- Nolensville, Tennessee (pop. 3,100)*
- Port Arthur, Texas (pop. 56,700)
- Port Lavaca, Texas (pop. 11,000)*
- Stephenville, Texas (pop. 17,400)
- Tyler, Texas (pop. 98,800)

Deputy/Assistant City or Town Manager

- Addison, Texas, DCM (pop. 15,700)
- Denison, Texas, ACM (pop. 24,000)
- El Paso, Texas, DCM-Transportation and Public Works (672,000)*
- Manhattan, Kansas, ACM (pop. 56,000)*
- Plainview, Texas, ACM (pop. 3,200)*

2013

City/Town Manager or Administrator

- Bellaire, Texas (pop. 17,000)
- Big Spring, Texas (pop. 27,500)*
- Burien, Washington (pop. 49,000)
- Burkburnett, Texas (pop. 10,500)
- College Station, Texas (pop. 98,000)
- Delray Beach, Florida (pop. 62,000)*
- Fate, Texas (pop. 800)
- Ferris, Texas (pop. 2,500)
- Henderson, Texas (pop. 14,000)
- League City, Texas (pop. 88,000)
- Manhattan, Kansas (pop. 56,000)*
- Owasso, Oklahoma (pop. 31, 500)
- Pearland, Texas (pop. 96,000)
- San Marcos, Texas (pop. 50,000)
- Sikeston, Missouri (pop. 16,000)
- South Padre Island, Texas (pop. 3,000)
- Wills Point, Texas (pop. 3,500)

Deputy/Assistant City or Town Manager

- Amarillo, Texas, ACM- Development Services (pop. 195,000)
- Cape Girardeau, Missouri, ACM-Development Services (pop. 38,500)*
- Cape Girardeau, Missouri, ACM-Administrative Services (pop. 38,500)*
- McKinney, Texas, DCM (pop. 143,000)*
- Orange County, North Carolina, ACM (pop. 138,000)*

2012

City/Town Manager or Administrator

- Argyle, Texas (pop. 3,500)
- Bainbridge Island, Washington (pop. 23,000)
- Breckenridge, Texas (pop. 5,500)
- Burkburnett, Texas (pop. 11,000)
- Canton, Texas (pop. 3,500)
- Cleveland, Texas (pop. 7,600)
- Duncanville, Texas (pop. 39,000)
- Elk City, Oklahoma (pop. 12,000)
- Fate, Texas (pop. 7,500)
- Flower Mound, Texas (pop. 67,500)

- Guthrie, Oklahoma (pop. 10,500)*
- Hot Springs, Arkansas (pop. 35,000)
- Huntsville, Texas (pop. 39,500)
- Jacksboro, Texas (pop. 4,000)
- La Porte, Texas (pop. 34,500)
- Little Elm, Texas (pop. 28,500)
- Miami, Oklahoma (pop. 13,500)
- Paris, Texas (pop. 25,000)
- Piney Point Village, Texas (pop. 3,200)*
- Rockwall, Texas (pop. 39,000)
- San Angelo, Texas (pop. 95,500)
- Texarkana, Texas (pop. 37,000)
- Van Alstyne, Texas (pop. 3,000)
- Willow Park, Texas (pop. 4,000)

Deputy/Assistant City or Town Manager

- Brentwood, Tennessee, ACM (pop. 39,000)*
- Cedar Park, Texas, ACM (pop. 58,000)
- Corpus Christi, Texas, ACM (pop. 312,000)
- Victoria, Texas, ACM (pop. 64,000)*

2011

City Manager

- Breckenridge, Texas (pop. 5,500)
- College Station, Texas (pop. 98,000)*
- Gonzales, Texas (pop. 7,000)
- Kilgore, Texas (pop. 13,500)
- Van Alstyne, Texas (pop. 3,000)
- Yoakum, Texas (pop. 5,500)

2010

City Manager

- Amarillo, Texas (pop. 195,000)
- Burkburnett, Texas (pop. 10,500)
- Denison, Texas (pop. 23,000)

Deputy/Assistant City Manager

- Midland, Texas, ACM (pop. 119,000)*

*Component based services include, but are not limited to, social media and marketing, application management, psychometric assessments, background investigation reports, media search reports, reference checks, and resume evaluations.

Population numbers are approximate. Resource: www.City-Data.com

Executive Recruitment Clients

Arkansas

- Fort Smith, AR
- Hot Springs, AR

Colorado

- Commerce City, CO
- Craig, CO
- Durango, CO
- Englewood, CO
- Gunnison, CO
- Northglenn, CO
- Pitkin County, CO
- Trinidad, CO
- Wheat Ridge, CO

Florida

- Arcadia, FL
- Charlotte County, FL
- De Land, FL
- Delray Beach, FL
- Hallandale Beach, FL
- Lakeland, FL
- Lee County, FL
- Palm Beach Shores, FL
- Plant City, FL
- Sunny Isles Beach, FL
- Tamarac, FL

Georgia

- Albany, GA

Indiana

- Clarksville, IN

Iowa

- Davenport, IA

Kansas

- Hutchinson, KS
- Lenexa, KS
- Manhattan, KS
- Overland Park, KS
- Valley Center, KS
- Wyandotte County / Kansas City, KS

Louisiana

- Shreveport, LA

Michigan

- Kalamazoo County Consolidated Dispatch Authority (KCCDA), MI
- Muskegon Heights, MI

Mississippi

- Hancock County Port & Harbor Commission, MS

Missouri

- Ballwin, MO
- Cape Girardeau, MO
- Parkville, MO
- Raytown, MO
- Sikeston, MO
- Springfield, MO
- St. Charles, MO

Nevada

- Las Vegas, NV
- Washoe County, NV

New Mexico

- Farmington, NM
- Four Corners Economic Development, NM

Executive Recruitment Clients

- Los Lunas, NM

North Carolina

- Orange County, NC

North Dakota

- Williston, ND

Ohio

- Beavercreek, OH
- Franklin County, OH

Oklahoma

- Altus, OK
- Bethany, OK
- Chickasha, OK
- Choctaw, OK
- Edmond, OK
- Elk City, OK
- Guthrie, OK
- Lawton, OK
- Miami, OK
- Mustang, OK
- Owasso, OK
- Stillwater, OK

Tennessee

- Brentwood, TN
- Chapel Hill, TN
- Mount Pleasant, TN
- Nolensville, TN
- Thompson's Station, TN

Texas

- Abilene, TX
- Addison, TX
- Alamo Heights, TX

- Alice, TX
- Allen, TX
- Alvin, TX
- Amarillo, TX
- Angleton, TX
- Anna, TX
- Argyle, TX
- Arlington, TX
- Atlanta, TX
- Austin, TX
- Azle, TX
- Bastrop, TX
- Bay City, TX
- Baytown, TX
- Bedford, TX
- Bellaire, TX
- Big Spring, TX
- Breckenridge, TX
- Bridgeport, TX
- Burkburnett, TX
- Burleson, TX
- Burnet, TX
- Canadian, TX
- Canton, TX
- Carrollton, TX
- Cedar Hill, TX
- Cedar Park, TX
- Cleveland, TX
- College Station, TX
- Colleyville, TX
- Colorado River Municipal Water District, TX
- Commerce, TX
- Converse, TX
- Copper Canyon, TX
- Corpus Christi, TX
- Dalhart, TX

Executive Recruitment Clients

- Dalworthington Gardens, TX
- Denison, TX
- Denton County Fresh Water Supply District 1-A, TX
- Denton, TX
- Duncanville, TX
- El Paso MPO, TX
- El Paso, TX
- Elgin, TX
- Fairview, TX
- Farmers Branch, TX
- Farmersville, TX
- Fate, TX
- Ferris, TX
- Flower Mound, TX
- Forney, TX
- Fort Worth, TX
- Freeport, TX
- Friendswood, TX
- Gainesville, TX
- Galveston, TX
- Garland, TX
- Georgetown, TX
- Gonzales, TX
- Granbury, TX
- Grand Prairie, TX
- Grapevine, TX
- Greenville, TX
- Gulf Coast Water Authority, TX
- Harris County ESD No. 48, TX
- Henderson, TX
- Hewitt, TX
- Highland Park, TX
- Hudson Oaks, TX
- Huntsville, TX
- Hutto EDC, TX
- Irving, TX
- Jacksboro, TX
- Jacksonville Development Corporation (JEDCO), TX
- Joshua, TX
- Kaufman, TX
- Keller, TX
- Kilgore, TX
- Killeen, TX
- Kyle, TX
- La Porte, TX
- Lake Dallas, TX
- Lakeway, TX
- Lake Worth, TX
- Lamesa, TX
- Lancaster, TX
- League City, TX
- Leander, TX
- Levelland, TX
- Lewisville, TX
- Lindale, TX
- Little Elm, TX
- Longview, TX
- Lorena, TX
- Lufkin, TX
- McKinney EDC, TX
- McKinney, TX
- Memorial Villages PD, TX
- Midland, TX
- Midlothian, TX EDC
- Missouri City, TX
- Montgomery, TX
- Mount Pleasant, TX
- North East Texas Regional Mobility Authority (NET RMA), TX
- North Richland Hills, TX

Executive Recruitment Clients

- North Texas Emergency Communications Center (NTECC), TX
- Odessa, TX
- Palestine, TX
- Paris, TX
- Pearland, TX
- Pflugerville, TX
- Piney Point Village, TX
- Plainview, TX
- Plano, TX
- Port Arthur, TX
- Port Lavaca, TX
- Port Neches, TX
- Prosper, TX
- Red Oak, TX
- Richardson, TX
- Richland Hills, TX
- Riverbend Water District, TX
- Rockwall, TX
- Round Rock, TX
- Rowlett, TX
- Royse City, TX
- Sachse, TX
- San Angelo, TX
- San Marcos, TX
- San Marcos/Hays County EMS, TX
- Seabrook, TX
- Seagoville, TX
- Sealy, TX
- Socorro, TX
- South Padre Island, TX
- Southlake, TX
- Stephenville, TX
- Sugar Land, TX
- Sweetwater, TX
- Temple, TX
- Terrell, TX

- TexAmericas Center, TX
- Texarkana, TX
- Tomball, TX
- Trophy Club, TX
- Tyler, TX
- Van Alstyne, TX
- Victoria, TX
- Waco, TX
- Waxahachie, TX
- Weatherford, TX
- West Lake Hills, TX
- Westlake, TX
- Westworth Village, TX
- Willow Park, TX
- Wills Point, TX
- Yoakum, TX

Washington

- Bainbridge Island, WA
- Bellevue, WA
- Burien, WA
- Des Moines, WA
- Richland, WA
- Shoreline, WA
- Spokane, WA
- Spokane Valley, WA

Wyoming

- Casper, WY

Other Organizations

- Institute for Building Technology and Safety (IBTS)

ve Recruitment Positions

Administration

- Assistant City Manager
- Assistant County Manager
- City Administrator/City Manager/Town Manager
- City Secretary
- Deputy City Manager
- Director of Administration
- Executive Director (Regional Mobility Authority)

Administrative Services/Internal Services

- Administrative Services Director
- Arts Director
- Assistant Police Director
- Chief Medical Examiner
- Event/Marketing Specialist
- Intergovernmental Services Manager
- Management Assistant
- Manager of Town Services

Animal Services/Environmental Health

- Animal Services Manager
- Animal Shelter Manager
- Animal Welfare Director
- Animal Welfare Manager
- Assistant Director of Code Compliance/Animal Welfare
- Director of Animal Care and Control
- Director of Regional Animal Services
- Environmental Health Director
- Executive Director of Animal Services

Development Services

- Assistant Property Management Director
- Building Official
- Chief Building Official
- City Inspector
- Community Development Director/Manager
- Deputy Director of Development Services
- Development Services Director
- Municipal Services Director
- Neighborhood Services Director
- New Urbanist
- Planning & Community Development Director
- Property Management Director

- Redevelopment Project Manager
- Senior Building Inspector/Building Inspector
- Tourism and Community Development Director

Economic Development/CVB

- Assistant Economic Development Director
- CVB Executive Director
- Director of the Office of ED (County)
- Downtown Development Director
- Economic Development Corporation President/CEO
- Economic Development Director/Executive Director
- Economic Development Manager
- Executive Director of Port & Harbor Commission
- Vice President/Chief Econ Development Officer

Finance

- Accounting Services Supervisor
- Assistant Director of Finance
- Budget Director
- Budget Manager
- Budget Officer
- Capital Projects Budget Manager
- Chief Financial Officer
- Deputy Director of Finance
- Finance Controller/Auditor/Comptroller
- Finance Director/Finance Officer
- Finance Manager
- Purchasing Manager
- Senior Accountant
- Senior Budget Analyst
- Treasury Supervisor

Human Resources/Civil Services

- Assistant Human Resources Director
- Chief Performance Officer
- Director of Human Resources & Risk Management
- Human Resources/Civil Services Director

Information Technology

- Chief Information Officer
- Chief Technology Officer
- GIS Manager
- IT Assistant Director
- IT Developer

ive Recruitment Positions

- IT Director
- IT Manager
- IT Manager (Police Department)
- Senior Software Developer

Innovation, Process Improvement & Sustainability

- Chief Knowledge Officer

Legal

- Assistant City Attorney
- City Attorney (Individual and Firm)
- Court Administrator
- Director of Municipal Court Services
- First Assistant City Attorney

Library

- Librarian
- Library Director
- Senior Librarian

Marketing and Community Engagement

- Community Relations Manager
- Community Services Administrator
- Community Services Director
- Director of Marketing and Community Engagement
- Public Information Officer
- Public Relations Coordinator

Metropolitan Planning Organization

- Director of Metropolitan Planning Organization

Museum

- Museum Director

Parks and Recreation

- Parks and Recreation Director
- Park Superintendent
- Program Area Manager (Parks)
- Recreation Superintendent

Public Safety/EMS/Emergency Management

- Assistant Fire Chief
- Assistant Police Chief
- Chief of Public Safety
- Deputy Director, Emergency Communications

- Emergency Dispatch Director
- Emergency Management Coordinator
- EMS Executive Director
- Executive Director, Emergency Communications
- Fire Chief
- Homeland Security and Emergency Management Director
- Lieutenant
- Police Chief
- Public Safety Director

Public Works/Utilities/Engineering

- Assistant City Engineer
- Assistant General Manager for Water District
- Assistant Utilities Director
- Chief Plant Operator
- City Engineer
- City Planner
- City Services Director
- Deputy Director of Public Works/City Engineer
- Deputy Director of Utilities
- Director of Engineering & Environmental Services
- Director of Projects & Engineering
- Director of Public Services
- Director of Utilities
- Electric Utility Director
- Engineering Project Manager
- Engineering Services Manager for Water District
- Planning & Engineering Director
- Planning Manager
- Public Works Assistant Director
- Public Works Director
- Public Works Director/City Engineer
- Water District Executive Director
- Water District General Manager

Transportation/Fleet Services

- Assistant Municipal Garage Superintendent
- Director of Operations and Maintenance
- Equipment Services Manager
- Facilities Services Manager
- Fixed-Base Operator Services
- Fleet Equipment Services Manager
- Senior Transportation Planner

Unsolicited Feedback Regarding SGR's Performance

Following are a few unsolicited quotes from emails we have received. This unsolicited feedback demonstrates that our practice of using the Golden Rule to determine how we treat everyone leaves no doubt in the minds of both clients and candidates that we are truly superior to the competition. We do not include names to avoid the suggestion of an endorsement, which is prohibited under the ICMA Code of Ethics.

July 2016: "I would like to take this opportunity to thank you and your associates for the opportunity to participate in video recorded interview. Not only was this a new process for me, it was great refresher for interviews period. It has been almost 25 years since I have participated on this side of the interview process. It was rather 'enlightening'."

July 2016: "I just want to let you know how appreciative I am working with you even though I was not selected for the position. I truly appreciate your and your team's professionalism and the friendship we have created."

July 2016: "I also appreciate your engagement with me as a candidate during this process. It has been one of the most professional experiences with a recruiter I have had. You should be commended for your efforts to lead such an effort. In the future, if I ever need assistance to fill a position, I will surely keep you in mind."

July 2016: "The more I deal with you, Ron, and the rest of your team, the more impressed I am with your level of professionalism and care. You are awesome."

June 2016: "I have been very impressed with your selection process. This has been a very time consuming process for candidates like me but I see a great value for the employers. You have developed a great selection process. Honestly, when I compare it to what my colleagues and I have done at Big 4 firms, your process is more comprehensive and much better."

May 2016: "I just wanted to take a moment of your time to thank you for your very professional demeanor while conducting the job search for the [city]. SGR is very thorough. I am impressed by the diligence of SGR. All interviews are a continuing learning process; I have learned from this experience, especially the video interview. You all are very kind; and, I wanted you to know that I appreciate having this experience and appreciated the interaction with everyone at SGR."

April 2016: "I must say, this has been one of the most professional and well organized recruiting processes I have seen in a very long time. You and your team have kept the candidates abreast of the process completely along the way. Thank you kindly for going the extra mile to make this a very pleasant experience. You and your team represent the HR profession amazingly. Simply impressive."

March 2016: "Thank you for the update. I wanted to let you know that I truly enjoyed your recruitment style. You are timely and informative. The information sent by yourself and [SGR staff] is relevant and a wonderful way to keep potential candidates 'warm' while you evaluate resumes."

February 2016: "I just wanted to say how nice it is to get updates on the status of the search. I'm in the process of looking at several positions and it can be very frustrating to sometimes go months without knowing if the organization has chosen anyone. (Many places will not return calls or emails inquiring about status, either.) No matter the outcome, this is definitely one of the best run searches I have been a part of. Thanks again for keeping us all in the loop."

January 2016: "I would like to say that I really appreciate the level of communication from you and SGR regarding the status of the process in [city] and what the expected next steps were. I have dealt with a number of search firms over the last year and SGR has done an excellent job in communicating with applicants. Far too often I have heard nothing from the firm conducting a search and found out through other sources that the position had been filled. Again I really appreciate the level of communication."

December 2015: "SGR really is a class act and I appreciate the personal nature of your communications – you must have an excellent staff. I have been through more than a few applications while transitioning from the military, and I will tell you that your company stands at the top."

November 2015: "I sincerely believe your personal courtesy and agency is the most professional of any I have ever experienced."

October 2015: "One of the reasons I enjoy working with your firm is you still have the old fashion courtesy of keeping candidates updated. It is really appreciate, whether we are the successful one(s) or not."

July 2015: "You have been 'top notch' in your communication and willingness to share resources."

June 2015: "Please allow me to tell you how very much I appreciate your kind and thoughtful e-mail. Civility and class never go out of style."

April 2015: "I'm very impressed with how well SGR works on recruitment. I really appreciated all of the follow-up emails and how much communication you provide. Should any city I work for in the future seek an executive recruitment, I would not hesitate to recommend SGR."

April 2015: "This is the most informative and personable search communication that I've ever received from an executive search firm. Kudos to you! I've been receiving the notification updates."

CITY MANAGER

position profile

City of Muskegon Heights, Michigan

The Community

Nicknamed "The City of Friendly People," Muskegon Heights is located in southwestern Muskegon County, just four miles from the eastern shore of Lake Michigan and less than 40 miles from Grand Rapids. Chartered in 1903, the City covers approximately 3.8 square miles and has a population of 10,861.

Muskegon County is home to 26 miles of sugar sand beaches and dunes, 60 miles of wilderness trails for biking or hiking, and Michigan's Adventure Amusement and Water Park. Within Muskegon County are a variety of cultural amenities including the Hackley and Hume Historic Site, Lakeshore Museum Center, Muskegon Museum of Art, Frauenthal Center for the Performing Arts, West Michigan Symphony, Muskegon Civil Theatre, and the Howmet Playhouse. The County has a rich maritime history and visitors can tour two lighthouses and a unique collection of ships. Maritime-related museums include the USS Silversides Submarine Museum, the LST393 Veteran's Museum, and the S.S. Milwaukee Clipper. For sports enthusiasts, nearby Grand Rapids is home to the Grand Rapids Griffins, a CHL professional hockey team, and the West Michigan Whitecaps, a semiprofessional basketball team.

Governance & Organization

Muskegon Heights operates under a Council-Manager form of government with a Mayor and six Councilmembers elected at large to serve four-year terms. The Mayor recommends, and City Council appoints, the City Manager, City Clerk, and Police Chief. Muskegon Heights enjoys a stable governance and has had only three city managers since 1990.

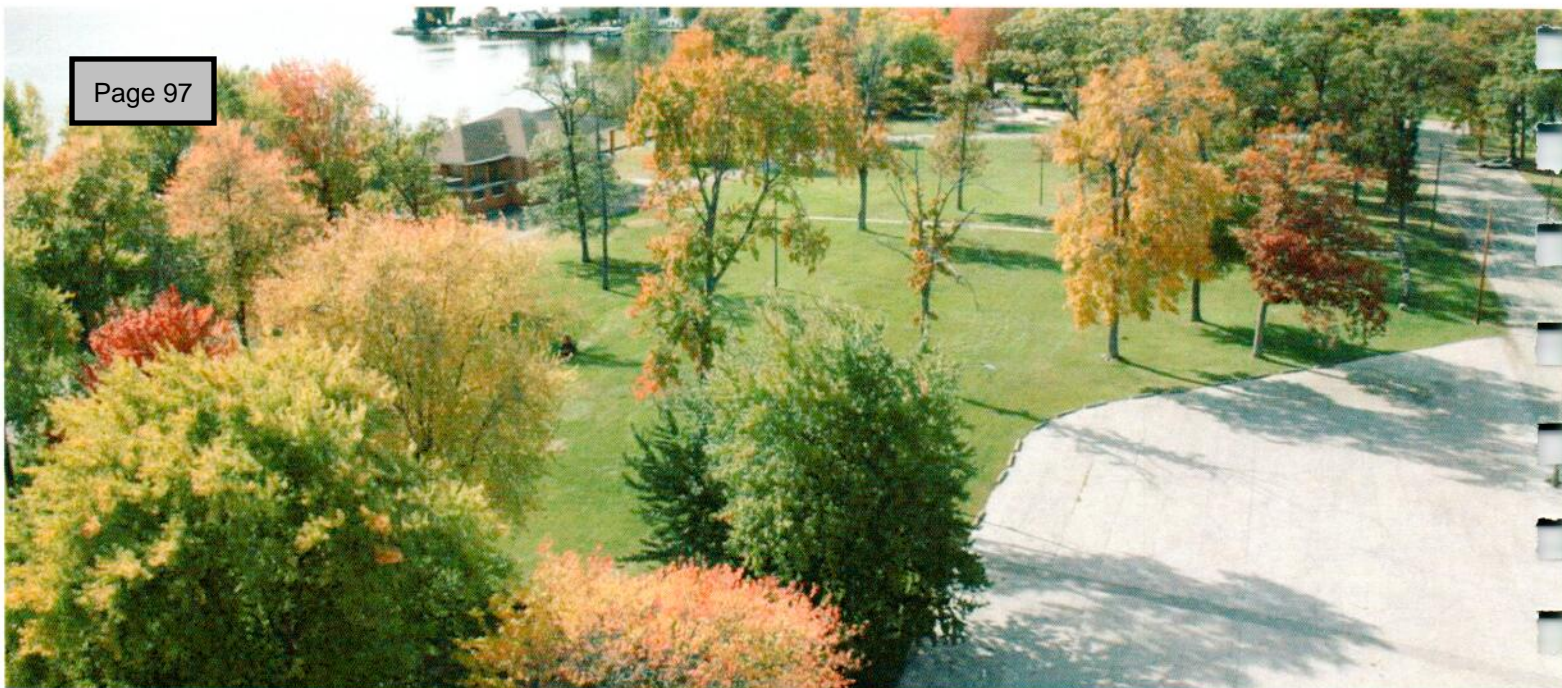
The City Manager oversees 74 employees, an annual budget of \$13.7 million, and the following departments: City Assessor/Treasurer, Community Development, Finance, Income Tax, Inspections, Fire, Water & Sewer, Public Works, and Cemetery. The median household income is \$19,703 and the median home value is \$44,610.

Key Issues

Water Filtration Plant. Muskegon Heights has a state-of-the-art water system that serves Muskegon Heights and two other municipalities. The city is losing two major commercial customers and the new City Manager will need to develop strategies to offset this loss in revenue.

Aging Infrastructure. Aging infrastructure is an important concern that needs to be addressed. The utility fees are currently not sufficient to support necessary improvements.





City of Muskegon Heights, Michigan

Key Issues, continued

Employee Morale. Due to recent lay-offs, many employees were required to take on additional responsibilities. The next City Manager will need to examine workload efficiencies and evaluate the workload distribution across all departments. An individual that motivates the staff, values teamwork, and places confidence in employees will be successful.

Public Safety. A key priority for the new City Manager will be to work closely with the Police Chief to implement strategies to reduce crime and create a safer community.

Revitalization and Beautification. An important focus for the next City Manager will be redevelopment of the downtown area to build a sense of community. In addition, there is a need to beautify and revitalize blighted neighborhoods to create a family friendly environment and improve the quality of life for residents.

Ideal Candidate

The Mayor and City Council seek a visionary but pragmatic leader who is passionate about making Muskegon Heights a better place to live and work. The next City Manager will be a strategic thinker and work with City Council to facilitate development of long range goals and objectives. The successful candidate will be a fiscally conservative manager who will ensure that cost-benefit analysis is an integral component of the decision-making process.

Open and transparent communication with City Council is crucial. The successful candidate will possess outstanding communication skills and maintain open dialogue with the public, staff, City Council, and community leaders. It will be important for the new City Manager to be engaged and visible in the community and to encourage connections between City Hall and the constituents. The new City Manager will value and embrace the diversity within the community and have the ability to work effectively with different personalities and accept constructive criticism.

The ideal candidate will be an inclusive but firm manager who holds employees accountable, while at the same time motivating them to perform at their highest levels. The City Manager should be a team player and inspire employees by setting an example as a public servant. The selected individual will be respected for his/her tenacity, integrity, and professionalism.

Excellent interpersonal skills are essential. The successful candidate will have the ability to build positive working relationships with the school district, neighboring municipalities, and other community organizations.

The challenges facing the City of Muskegon Heights will require a highly motivated and confident individual who can think outside of the box. The ideal candidate will be a creative and innovative problem solver who will not be afraid to take a risk on a new idea. Above all, the new City Manager must be eager to make a real difference in the Muskegon Heights community.





City of Muskegon Heights, Michigan

Education & Experience

This position requires a bachelor's degree and five or more years of progressively responsible experience in local government, including three years of management experience. A master's degree and experience as a city manager or assistant city manager are preferred.

The ideal candidate will have a broad municipal background with experience and skills in economic development, business development, infrastructure planning and maintenance, budget development and administration, financial management, strategic planning, public safety operations, and water/wastewater utilities.

Compensation & Benefits

Starting salary will be determined based on experience and qualifications. An excellent benefits package is provided.

Application Process

Please apply online at <http://bit.ly/SGRCurrentSearches>

For more information on this position, contact:

Ron Holifield, CEO
Strategic Government Resources
Ron@GovernmentResource.com
214-676-1691

The position is open until filled. For view the status of this position, please visit:
<http://bit.ly/SGRCurrentSearches>

The City of Muskegon Heights is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

Resources

City of Muskegon Heights
www.cityofmuskegonheights.org

Muskegon County Convention & Visitors Bureau
www.visitmuskegon.org



PRICE SHEET RESPONSE FOR BID NO. 3853B

Failure to complete this form shall result in your Bid or Proposal being deemed nonresponsive and rejected without any further evaluation.

Respondents must submit a detailed cost proposal for completing the SCOPE OF SERVICES. Please complete this form in its entirety. As part of the response to the RFP, provide a complete and all-inclusive Cost Proposal including hourly rates for all personnel to be assigned to the project. Clearly define all relative direct and indirect costs. Define all reimbursable expenses and related charges. If sub-consultants are proposed to be utilized, provide the same cost information, as well as additional administrative fees or upcharges.

Provide a breakdown of total fees as follows:

All-inclusive not-to-exceed cost for the project \$ 27,000

The above all-inclusive not-to-exceed cost includes a minimum of 3 on-site meetings at the Midland City Hall.

Provide a breakdown of other fee information as follows:

- Hourly Rates: N/A

- Reimbursable and other expenses: included in not-to-exceed

Provide any additional pricing methodology or information the City may consider:

Please see attached Project cost information

Provide a summary of any related additional services (and associated fees) which may be provided by your firm for the City to consider:

Please attached Project cost information (paragraph entitled
supplemental expenses/services)

Optional Services Pricing: (See page 3 for list of optional services.)

- | | | |
|-------------|---|-------------|
| 1. \$ _____ | all are included in
full service recruitment | 4. \$ _____ |
| 2. \$ _____ | | 5. \$ _____ |
| 3. \$ _____ | | |

Project Cost

All-Inclusive Maximum Price

Professional Services Fee:	\$ 18,500
Expenses Not-to-Exceed:	\$ 8,500
All-Inclusive, Not-to-Exceed Maximum Price:	\$ 27,000*

Expenses Not-to Exceed

SGR does not bill the client for any expenses except for those explicitly detailed herein. Items included in the Expenses Not-to-Exceed include:

- Professional production of a high-quality brochure. This brochure (typically 4 pages) is produced by SGR's graphic designer for a flat fee of \$1,500.
- Ad placement in appropriate professional publications, including trade journals and websites, and related advertising to announce the position. This is billed at actual cost, with no markup for overhead. (However, the costs of ad placements in newspapers are not part of the not-to-exceed ad placement costs.)
- Printing of documents and materials. Reproduction costs for reports and briefing books presented to the client at 26 cents per copy, plus the cost of binders/binding. Flash drives are billed at \$10 each.
- Online interviews. There is a cost of \$200 for each recorded online interview. SGR recommends conducting online interviews at the semifinalist stage (up to 12 semifinalists).
- Psychometric Assessments. There is a cost of \$150 per candidate for the DiSC Management Profile (up to 6 finalists).
- Comprehensive Media Reports – Stage 2. There is a cost of \$350 per candidate. SGR recommends conducting Stage 2 media searches on the finalist candidates (up to 6 finalists).
- Comprehensive Background Investigation Reports. There is a cost of \$300 per candidate for comprehensive background screening reports prepared by our licensed private investigations provider. SGR recommends conducting comprehensive background investigations on the finalist candidates (up to 6 finalists).
- Travel for the Executive Recruiter (incurred for the benefit of the client). Meals are billed back at a per diem rate of \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Up to four (4) visits/trips by the Recruiter to the Organization. Any additional visits/trips by the Recruiter to the Organization will be billed over and above the not-to-exceed maximum price.

***Supplemental Services**

The supplemental services listed below are not included in the maximum price above. These supplemental services include:

- **Candidate Travel.** Candidates are typically reimbursed directly by the client for travel expenses. If the client prefers a different arrangement for candidate travel, SGR will be glad to accommodate the client's wishes.
- **Post-Hire Team Building Analysis.** A half-day onsite workshop is \$4,000, plus travel expenses, and \$150 per person for I-OPT reports (if reports were not previously completed as part of the recruitment process), which include Individual Analysis Report, Emotional Impact Management Report, Change Management Report, and Team Management Report. Two-Person Reports can be ordered for an additional fee of \$50 per report.
- **Site Visits to Communities of Finalist Candidates.** If desired, the Executive Recruiter will travel to the communities of the finalist candidates to conduct onsite visits. Site visits will be charged at a day rate of \$1,000 per day, plus travel expenses.
- **In the unexpected event the client shall request that unusual out of pocket expenses be incurred, said expenses will be reimbursed at the actual cost with no mark up for overhead.**
- **If the client desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval. Supplemental services will be billed out at \$250 per hour.**

Billing

Professional fees for the recruitment are billed in three equal installments during the course of the recruitment. The initial installment is billed after the Organizational Inquiry and Analysis is completed and the position profile has been created. The second installment is billed when semifinalists are selected. The final installment is billed at the conclusion of the recruitment. Expense (reimbursable) items and supplemental services will be billed with each of the three installments, as appropriate.



City Hall ♦ 333 West Ellsworth Street ♦ Midland, Michigan 48640-5132 ♦ 989.837.3300 ♦ 989.835.2717 Fax

BY COUNCILMAN

WHEREAS, the City Council is desirous of retaining the services of a recruitment firm to assist in the recruitment process for the position of city manager; and

WHEREAS, the City Council approved a scope of services for recruitment firms and appointed a committee to review proposals received and recommend a recruitment firm; and

WHEREAS, the request for proposals (RFP) was provided to 12 recruitment firms specializing in public sector executive level recruitments and was posted on the City's website, as well as on the trade network sites for which the City participates, in accordance with the City's Purchasing Policy and proposals were publicly opened on March 7, 2017; and

WHEREAS, the Recruitment Firm Selection Committee has evaluated the proposals received and has recommended that the proposal submitted by Strategic Government Resources (SGR), in an amount not to exceed \$27,000, be accepted; now therefore

RESOLVED, that the City Council hereby accepts the proposal of Strategic Government Resources (SGR), in an amount not to exceed \$27,000, and authorizes the Mayor to enter into a contract for recruitment services in accordance with the scope of services and proposal submitted by SGR subject to the review and approval of the City Attorney.

YEAS:

NAYS:

ABSENT:

I, Selina Tisdale, City Clerk, City of Midland, Counties of Bay and Midland, State of Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by a yea vote of all the Councilmen present at a regular meeting of the City Council held Monday, April 10, 2017.

Selina Tisdale, City Clerk



City Hall ♦ 333 West Ellsworth Street ♦ Midland, Michigan 48640-5132 ♦ 989.837.3300 ♦ 989.835.2717 Fax

BY COUNCILMAN

WHEREAS, the City Council has retained the services of Strategic Government Resources (SGR) to assist in the recruitment process for the position of city manager; and

WHEREAS, it is necessary to designate a point of contact to provide administrative support to SGR during the recruitment process; and

WHEREAS, the Recruitment Firm Selection Committee has recommended that City Council appoint a Selection Committee to serve as Council Liaison to Strategic Government Resources during the recruitment process; now therefore

RESOLVED, that Carol Stone, Director of Human Resources is designated as the point of contact to provide administrative support to SGR and that _____ are appointed to the Selection Committee to serve as Council Liaison to SGR during the recruitment process for the position of city manager.

YEAS:

NAYS:

ABSENT:

I, Selina Tisdale, City Clerk, City of Midland, Counties of Bay and Midland, State of Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by a _____ yeas vote of all the Councilmen present at a regular meeting of the City Council held Monday, April 10, 2017.

Selina Tisdale, City Clerk

Backup material for agenda item:

7. Receiving and filing the City Manager's proposed 2017-18 Budget and directing the City Clerk to publish a notice of public hearings on the budget. KEENAN

SUMMARY REPORT TO MANAGER
For City Council Meeting of April 10, 2017

SUBJECT: 2017-18 Proposed Budget

INITIATED BY: David A. Keenan, Assistant City Manager

RESOLUTION SUMMARY: Resolution acknowledges receipt of the City Manager's proposed budget for the 2017-18 fiscal year, orders same to be placed on file for public examination at City Hall and the Grace A. Dow Memorial Library, directs City Clerk to publish notice of public hearings, as previously approved by Council at its November 14, 2016 regular meeting, and directs the City Clerk to publish a comparative summary of the budget.

ITEMS ATTACHED:

1. Letter of transmittal
2. Resolution

CITY COUNCIL ACTION:

3/5 affirmative vote required to approve resolution.

David A. Keenan, Assistant City Manager



City Hall ♦ 333 West Ellsworth Street ♦ Midland, Michigan 48640 ♦ 989.837.3300 * 989.837.2717 Fax ♦ www.midland-mi.org

TO: Jon Lynch, City Manager

FM: David A. Keenan, Assistant City Manager

DT: April 5, 2017

RE: Receiving the 2017-18 Budget

Attached to this memo is a Council resolution which would receive the proposed 2017-18 budget and place it on file for public examination at the City Clerk's office in City Hall and at the Grace A. Dow Memorial Library. The budget document itself will be presented to Council at its April 10th meeting.

The dates for special budget work sessions and public hearings were previously set by Council on November 14, 2016. As a reminder, those dates are:

- Monday, April 17, 2017 – budget study work session (special meeting)
- Monday, April 24, 2017 – preliminary public hearing (regular meeting)
- Monday, May 8, 2017 – mandatory public hearing (regular meeting).

The attached resolution will also direct the City Clerk to publish timely notice of the above public hearings, and publish a comparative summary of the 2016-17 adopted budget, and the 2017-18 proposed budget.

The Charter requires adoption of the budget no later than the fourth Monday in May, which this year is May 22. Accordingly, it is planned to present Council with a resolution at Council's regular meeting on Monday, May 22, 2017, to adopt the 2017-18 fiscal year budget.



City Hall ♦ 333 West Ellsworth Street ♦ Midland, Michigan 48640 ♦ 989.837.3300 * 989.837.2717 Fax ♦ www.midland-mi.org

BY COUNCILMAN

WHEREAS, City Council has previously approved, at its regular Council meeting on November 14, 2016, that a preliminary public hearing shall be conducted at 7:00 p.m., Monday, April 24, 2017, in the Council Chambers of City Hall, on the proposed 2017-18 budget; and

WHEREAS, City Council has previously approved at the same meeting that in accord with Section 11.6 of the Charter of the City of Midland, a public hearing shall be conducted at 7:00 p.m., Monday, May 8, 2017, in the Council Chambers of City Hall on the proposed 2017-18 budget; now therefore

RESOLVED, that the City Manager's proposed budgets and financial working plans for the 2017-18 fiscal year, prepared in accord with Section 11.3 of the City Charter, are hereby acknowledged as being received by the Midland City Council on this date, as required by Section 11.2 of the Charter, and are ordered placed on file for public examination; and

RESOLVED FURTHER, that the City Clerk shall cause notice of said public hearings to be published in the Midland Daily News not less than seven days prior to the appointed date of each; and

RESOLVED FURTHER, that copies of the proposed 2017-18 budget of the City of Midland shall be placed on file for public examination during normal business hours at the City Clerk's office in City Hall, 333 W. Ellsworth Street, and at the Grace A. Dow Memorial Library, 1710 W. St. Andrews Road, in the City of Midland; and

RESOLVED FURTHER, that the City Clerk is hereby directed to publish once in the Midland Daily News a comparative summary of the 2016-17 adopted budget and the 2017-18 proposed budget.

YEAS:

NAYS:

ABSENT:

I, Selina Tisdale, City Clerk, City of Midland, Counties of Bay and Midland, State of Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by a yeas vote of all the Councilmen present at a regular meeting of the City Council held Monday, April 10, 2017.

Selina Tisdale, City Clerk

Backup material for agenda item:

8. Accepting a \$500,000 grant from the Rollin M. Gerstacker Foundation to remodel Fire Station 3. COUGHLIN

SUMMARY REPORT TO MANAGER
for City Council Meeting of April 10, 2017

SUBJECT: Accepting a grant from the Rollin M. Gerstacker Foundation.

INITIATED BY: Fire Department

RESOLUTION SUMMARY: This resolution accepts a grant of \$500,000 from the Rollin M. Gerstacker Foundation.

ITEMS ATTACHED:

1. Letter of Transmittal
2. Resolution

COUNCIL ACTION:

1. 3/5 vote required to approve resolution

Chris Coughlin
Fire Chief



City Hall ♦ 333 West Ellsworth Street ♦ Midland, Michigan 48640-5132 ♦ 989.837.3300 ♦ 989.835.2717 Fax

April 4, 2017

Jon Lynch
City Manager
City of Midland
Midland, Michigan

Dear Mr. Lynch:

In December 2013, the City received a grant from The Herbert H. and Grace A. Dow Foundation. A portion of that grant was earmarked for remodeling Fire Stations 1 and 3. Bids were received for this project, with Three Rivers Corporation receiving the construction contract for both stations. Unfortunately, funding was adequate to only complete the station 1 project.

Issues with Fire Station 3 include roof replacement, deteriorating original living quarters, antiquated bathroom and kitchen, poor insulation and windows, damaged ceilings, inefficient heating and cooling system, crumbling concrete approaches and parking lot work.

Recognizing the continued need to improve living conditions and function of Midland Fire Station 3, the Rollin M. Gerstacker Foundation has graciously awarded the City of Midland a grant in the amount of \$500,000 to remodel and extend the service life of the facility. I would be grateful if City Council could accept this gift and recognize this very generous donation at the April 10 City Council meeting.

Respectfully submitted,

Chris Coughlin
Fire Chief



City Hall ♦ 333 West Ellsworth Street ♦ Midland, Michigan 48640-5132 ♦ 989.837.3300 ♦ 989.835.2717 Fax

BY COUNCILMAN

WHEREAS, the Rollin M. Gerstacker Foundation has awarded a grant to the City in the amount of \$500,000 to support the Midland Fire Department Station 3 remodel; now therefore

RESOLVED, that the City Council graciously accepts the generous donation totaling \$500,000 from the Rollin M. Gerstacker Foundation.

YEAS:

NAYS:

ABSENT:

I, Selina Tisdale, City Clerk, City of Midland, Counties of Bay and Midland, State of Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by a yeas vote of all the Councilmen present at a regular meeting of the City Council held Monday, April 10, 2017.

Selina Tisdale, City Clerk

Backup material for agenda item:

9. * Site Plan No. 354 - a petition from Cobblestone Commercial on behalf of Turtle Cove Properties - for site plan review and approval for the construction of townhouses with 16 units in two two-story buildings located at 401, 407, 411 and 415 Fitzhugh Street, 310 West Buttles Street and 307 West Indian Street. KAYE

**SUMMARY REPORT TO CITY MANAGER
for City Council Meeting of 4-10-17**

SUBJECT: Site Plan No. 354 - Townhouses

APPLICANT: Turtle Cove Properties

PLANNING COMMISSION PUBLIC HEARING: March 28, 2017

PLANNING COMMISSION ACTION: Recommendation of approval.

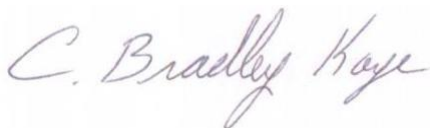
SUMMARY: THIS RESOLUTION WILL APPROVE A PETITION FROM COBBLESTONE COMMERCIAL ON BEHALF OF TURTLE COVE PROPERTIES FOR SITE PLAN REVIEW AND APPROVAL FOR THE CONSTRUCTION OF TOWNHOUSES WITH 16 UNITS IN TWO TWO-STORY BUILDINGS LOCATED AT 401, 407, 411 AND 415 FITZHUGH STREET, 310 WEST BUTTLES STREET AND 307 WEST INDIAN STREET.

ITEMS ATTACHED:

1. Letter to City Manager setting forth Planning Commission action.
2. Resolution for City Council action.
3. Staff Report to the Planning Commission dated March 22, 2017.
4. Planning Commission minutes of March 28, 2017. (public hearing)
5. Location map.
6. Site Plan.

CITY COUNCIL ACTION:

1. Public hearing is not required.
2. 3/5 vote required to approve resolution.



C. Bradley Kaye, AICP, CFM
Assistant City Manager for Development Services

CBK/djm

4-5-17



City Hall ♦ 333 West Ellsworth Street ♦ Midland, Michigan 48640-5132 ♦ 989.837.3300 ♦ 989.835.2717 Fax ♦ www.cityofmidlandmi.gov

April 5, 2017

Jon Lynch, City Manager
City of Midland
Midland, Michigan

Dear Mr. Lynch:

At its meeting on Tuesday, March 28, 2017, the Planning Commission held a public hearing and considered Site Plan No. 354, the request of Cobblestone Commercial on behalf of Turtle Cove Properties for site plan review and approval for the construction of townhouses with 16 units in two two-story buildings, located at 401, 407, 411 and 415 Fitzhugh Street, 310 West Buttles Street and 307 West Indian Street.

Site Plan No. 354 was recommended for approval by City Planning Staff for reasons outlined in the staff report attached hereto. After public hearing and deliberation on the request, it was moved and seconded that the Planning Commission recommend to City Council approval of Site Plan No. 354 contingent upon:

1. A final stormwater permit to be approved by the City Engineering Department.
2. A final soil erosion and sedimentation control permit to be approved by the City Building Department.
3. A sidewalk easement along Jerome Street to the satisfaction of the City Engineering Department and the City Attorney's Office.
4. A photometric plan demonstrating compliance with the light standards of Section 3.12 of the City Zoning Ordinance to the satisfaction of the City Building Department.

Vote on the motion:

YEAS: Bain, Hanna, Heying, Koehlinger, Mayville, McLaughlin, Pnacek, Stamas and Tanzini
NAYS: None
ABSENT: None

Motion approved by a vote of 9 to 0.

No public comments were received prior to, during or after the public hearing on this request.

Respectfully,

C. Bradley Kaye, AICP, CFM
Assistant City Manager for Development Services

LETTER OF TRANSMITTAL – Site Plan #354



City Hall ♦ 333 West Ellsworth Street ♦ Midland, Michigan 48640-5132 ♦ 989.837.3300 ♦ 989.835.2717 Fax ♦ www.cityofmidlandmi.gov

BY COUNCILMAN

WHEREAS, the City Council has received the recommendation of the City Planning Commission for approval of Site Plan No. 354, the request of Cobblestone Commercial on behalf of Turtle Cove Properties for site plan review and approval for the construction of townhouses with 16 units in two two-story buildings, located at 401, 407, 411 and 415 Fitzhugh Street, 310 West Buttles Street and 307 West Indian Street; and

WHEREAS, the City Council has reviewed the proposed Site Plan No. 354 in accord with the provisions set forth in Sections 27.02(A) and 27.06(A) of the Zoning Ordinance of the City of Midland; now therefore

RESOLVED, that the City Council does hereby approve Site Plan No. 354, contingent upon the following:

1. A final stormwater permit to be approved by the City Engineering Department.
2. A final soil erosion and sedimentation control permit to be approved by the City Building Department.
3. A sidewalk easement along Jerome Street to the satisfaction of the City Engineering Department and the City Attorney's Office.
4. A photometric plan demonstrating compliance with the light standards of Section 3.12 of the City Zoning Ordinance to the satisfaction of the City Building Department.

YEAS:

NAYS:

ABSENT:

I, Selina Tisdale, City Clerk, City of Midland, Counties of Bay and Midland, State of Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by a yea vote of all the Councilmen present at a regular meeting of the City Council held Monday, April 10, 2017.

Selina Tisdale, City Clerk

Site Plan No. 354



Site Plan SP #354

Date: March 22, 2017

STAFF REPORT TO THE PLANNING COMMISSION

SUBJECT: TCP Development

APPLICANT: Cobblestone Commercial

LOCATION: 310 West Buttles Street; 401, 407, 411 & 415 Fitzhugh Street; & 307 West Indian Street

ZONING: (OS) Office Service
(DNO) Downtown Northside Overlay

ADJACENT ZONE: Northwest: (CC) Community Commercial & (DNO) Downtown Northside Overlay
Northeast: (OS) Office Service & (DNO) Downtown Northside Overlay
Southwest: (D) Downtown & (DNO) Downtown Northside Overlay
Southeast: (OS) Office Service & (DNO) Downtown Northside Overlay

ADJACENT DEV: Northwest: Vacant
Northeast: Residential
Southwest: City/County Administration campus
Southeast: Commercial office and vacant

REPORT

Site Plan No. 354, initiated by Cobblestone Commercial on behalf of Turtle Cove Property Development, includes a multiple-family residential development comprised of 16 residential units. Eight will be one-bedroom units, whereas the other eight will be two-bedroom units. The development will look similar to a set of townhouses but the units will be stacked on top of one another with the one-bedroom units on the main floor and the two-bedroom units on the second floor. The main floor units will be accessibly designed to accommodate persons with mobility impairments.

The subject property is zoned OS Office Service and DNO Downtown Northside Overlay. Multiple-family residential developments are a permitted use in the DNO district, subject to the special form-based standards of the overlay district. Site plan review and approval under Section 27.02(A) of the Zoning Ordinance is required for this proposed use. Section 27.06(A) of the Zoning Ordinance states that: "The following criteria shall be used as a basis upon which site plans will be reviewed and approved:"

BASIS FOR ACTION

1. Adequacy of Information

The site plan shall include all required information in sufficiently complete and understandable form to provide an accurate description of the proposed uses and structures.

The site plan contains most of the information required for site plan approval but is in need of the following:

- A photometric plan demonstrating compliance with the City's lighting standards found within Section 3.12 of the Zoning Ordinance.

Additionally, final approval of the following items for the development is also needed:

- Final stormwater management permit.
- Final soil erosion and sedimentation control permit.
- Sidewalk easement for the Jerome Street frontage.

2. Site Design Characteristics

All elements of the site design shall be harmoniously and efficiently organized in relation to topography, the size and type of parcel, the character of adjoining property, and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted by this Ordinance.

The proposed development is seen as harmonious and efficiently organized on the property. The two-story residential units will face the one-way pairs of Indian Street and Buttles Street with the onsite parking being located internal to the block. A single driveway access point is proposed along the side street (Fitzhugh). The residential units are located near the public sidewalks along Indian Street and Buttles Street, encouraging pedestrian and other non-motorized access while also establishing a built form that is near the roadway. This built form is common to the downtown area and in line with the objectives of the DNO Downtown Northside Overlay form-based code.

3. Appearance

Landscaping, earth berms, fencing, signs, walls and other similar site features shall be designed and located on the site so that the proposed development is aesthetically pleasing and harmonious with nearby existing or future developments.

The site improvements are seen as harmonious with the site and surrounding development, which consists of both new construction and older development. The renderings provided as part of the site plan package demonstrate a built form that is similar to surrounding residential properties. Landscaping is proposed throughout the site, including street trees within the green space between the sidewalk and the street curb. A combination of landscaping and iron fencing is proposed to screen the parking lot from the abutting street.

4. Compliance with District Regulations

The site plan shall comply with the district requirements for height of building, lot size, lot coverage, density, and all other requirements set forth in the Schedule of Regulations (Article 26.00) unless otherwise provided in this Ordinance.

The project meets all setbacks, lot area, height and other dimensional requirements for the proposed use in the DNO Downtown Northside Overlay district and the applicable standards in the OS Office Service district.

The DNO district establishes a form-based set of standards to facilitate increased density and a built form that is near the abutting streets. Setback standards require buildings to be located between 0' – 10' from the right-of-way line, unless located within a Clear Vision Triangle at the intersection of two streets or driveway. Minimum building height standards require at least two stories, and eaves at a minimum height of 20' above grade. Streetscape standards for public sidewalks and street trees are also part of the DNO requirements. The proposed project meets all of these special standards.

5. **Preservation and Visibility of Natural Features**

Natural features shall be preserved as much as possible, by minimizing tree and soil removal alteration to the natural drainage course and the amount of cutting, filling, and grading.

The subject site is located within one of the oldest parts of the city of Midland. The block was fully developed with single-family homes until recently when the homes were removed to facilitate development of the site. The only natural features on the site included trees and shrubs that were part of individual property landscaping. Preservation of this vegetation was not pursued due to grading and drainage needs, as well as incompatibility with the location of proposed buildings and the onsite parking lot.

New landscaping has been proposed in compliance with Article 6.00 and the DNO specific standards for streetscape landscaping and vehicle parking lot screening.

6. **Privacy**

The site design shall provide reasonable visual and sound privacy. Fences, walls, barriers, and landscaping shall be used, as appropriate if permitted, for the protection and enhancement of property and the safety and privacy of occupants and uses.

The site development is located within an already developed part of the city. As there are no abutting residential districts, special privacy design standards are not required.

7. **Emergency Vehicle Access**

All buildings or groups of buildings shall be so arranged as to permit convenient and direct emergency vehicle access.

The Fire Department has reviewed the proposed site plan for adequate emergency vehicle access to each of the proposed dwellings and is satisfied with the plan as proposed. Adequate access is provided within the interior of the site and from the abutting street network.

8. **Ingress and Egress**

Every structure or dwelling unit shall be provided with adequate means of ingress and egress via public or private streets and pedestrian walkways.

Proper ingress and egress for non-motorized vehicles has been provided through multiple connections to the public sidewalk system. Adequate vehicle access has been provided through a single driveway off of Fitzhugh Street.

9. **Pedestrian Circulation**

Each site plan shall provide a pedestrian circulation system, which is insulated as completely as is reasonably possible from the vehicular circulation system.

Proper pedestrian circulation has been provided through a sidewalk system that connects all parts of the parking lot to the residential units and the public sidewalk system along the street frontages. In line with the DNO streetscape design standards, the project is proposing 6' wide public sidewalks along the abutting street frontages. The streetscape design also includes a green strip for street trees of 6'. To accommodate these design standards, a 3' sidewalk easement is necessary along the Jerome Street frontage. All other right-of-ways have enough space to accommodate the sidewalk and green strip and do not require an additional easement. The 3' sidewalk easement has been addressed as a contingency item and can be dealt with through the City Attorney's Office and the City Engineering Department after site plan review.

10. **Vehicular and Pedestrian Circulation Layout**

The layout of vehicular and pedestrian circulation systems shall respect the pattern of existing or planned streets or pedestrian or bicycle pathways in the vicinity of the site. The width of streets and drives shall be appropriate for the volume of traffic they will carry in accordance with subsection 3.10. In order to insure public safety and promote efficient traffic flow and turning movements, the applicant may be required to limit street access points or construct a secondary access road.

Both vehicle and pedestrian circulation are considered appropriate for this development. Limited vehicle access points have been designed and multiple pedestrian connectivity points have been included.

11. **Parking.**

The proposed development shall provide adequate off-street parking in accordance with the requirements in Article 5.00 of this ordinance.

The vehicle parking proposed for the new development is compliant with Article 5.00 of the Zoning Ordinance. The vehicle parking calculations demonstrating compliance are located on page C3.0 of the site plan. Bike parking has also been provided through two bike racks.

12. **Drainage**

The project must comply with the City's Stormwater Ordinance.

The City Engineering Department has reviewed the proposal and indicated that the information presented is adequate for preliminary approval. The final stormwater permit must still be issued by the City Engineering Department, something that it typically completed at the final engineering design and permitting stage.

13. **Soil Erosion and Sedimentation**

The proposed development shall include measures to prevent soil erosion and sedimentation during and upon completion of construction, in accordance with current State, County, and City standards.

Soil erosion and sedimentation control measures have been provided. A final soil erosion and sedimentation control permit must be issued by the City Building Department, something that is typically completed at the final engineering design and permitting stage.

14. **Exterior Lighting**

Exterior lighting shall be designed so that it is deflected away from adjoining properties and so that it does not impede vision of drivers along adjacent streets and comply with the provisions in Section 3.12.

The applicant has not submitted a detailed photometric plan demonstrating compliance with Section 3.12 of the City Zoning Ordinance. While this item is usually submitted ahead of the public hearing, this item can be addressed as a contingency and deferred to City Building Department staff for final review and approval.

15. **Public Services**

Adequate services and utilities, including water, sewage disposal, sanitary sewer, and storm water control services, shall be available or provided, and shall be designed with sufficient capacity and durability to properly serve the development. All streets and roads, water, sewer, and drainage systems, and similar facilities shall conform to the design and construction standards of the City.

As previously discussed, a final stormwater management permit must be approved by the City Engineering Department. This is typically addressed at final permitting stage. Public utility connections have been reviewed and approved by the City Utility Department.

Accommodation of Dial-A-Ride transportation has been provided through two drop-off and pick-up locations within the site, each servicing one set of the residential units.

16. **Screening**

Off-street parking, loading and unloading areas, outside refuse storage areas, and other storage areas shall be screened by walls or landscaping of adequate height and shall comply with Articles 6.00 and 7.00 of this Ordinance. All roof-top mechanical equipment shall be screened from view from all residential districts and public roadways.

The proposal meets all City screening requirements, including dumpster screening and parking lot screening.

17. **Health and Safety Concerns**

Any use in any zoning district shall comply with all applicable public health, pollution, and safety laws and regulations.

No health and safety concerns have been identified.

18. **Sequence of Development**

All development phases shall be designed in logical sequence to insure that each phase will independently function in a safe, convenient and efficient manner without being dependent upon subsequent improvements in a later phase or on other sites.

The applicant has indicated that they intend to develop the site in a single phase. Therefore, provisions to facilitate phasing of the development are not needed.

19. **Coordination with Adjacent Sites**

All site features; including circulation, parking, building orientation, landscaping, lighting, utilities, common facilities, and open space shall be coordinated with adjacent properties.

The proposal is mostly contained within the single block. However, coordination will be required with the City Engineering and Utility Departments as well as the Michigan

Department of Transportation (MDOT) for work within the abutting street right-of-ways. Facilitation of this coordination will take place through the right-of-way and utility connection permitting processes.

20. **Signs.**

All proposed signs shall be in compliance with the regulations in Article 8.00 of this Ordinance

The applicant has not indicated any proposed signs, and is not required to provide this information at the time of site plan review. Any future proposed signs on the site will need to meet the requirements of Article 8.00 of the City Zoning Ordinance and will be permitted through the City Building Department.

CONTINGENCY ITEMS


Based on consideration of the site plan thus far, staff is of the opinion that the proposed site plan is adequately designed and that any outstanding items are minor enough in magnitude that can be resolved by staff. That said, approval of the site plan should be considered subject to the following contingencies to ensure completion of the outstanding items:

1. A final stormwater permit to be approved by the City Engineering Department.
2. A final soil erosion and sedimentation control permit to be approved by the City Building Department.
3. A sidewalk easement along Jerome Street to the satisfaction of the City Engineering Department and the City Attorney's Office.
4. A photometric plan demonstrating compliance with the light standards of Section 3.12 of the City Zoning Ordinance to the satisfaction of the City Building Department.

PLANNING COMMISSION ACTION

Staff currently anticipates that the Planning Commission will hold a public hearing on this request during its regular meeting on March 28, 2017 and will formulate a recommendation to City Council thereafter. If recommended to City Council the same evening, we anticipate that on April 10, 2017 the City Council will consider the site plan and Planning Commission recommendation. Please note that these dates are merely preliminary and may be adjusted due to Planning Commission action and City Council agenda scheduling.

Respectfully Submitted,



C. Bradley Kaye, AICP, CFM
Assistant City Manager for Development Services

/grm

**MINUTES OF THE MEETING OF THE
MIDLAND CITY PLANNING COMMISSION
WHICH TOOK PLACE ON
TUESDAY, MARCH 28, 2017, 7:00 P.M.,
COUNCIL CHAMBERS, CITY HALL, MIDLAND, MICHIGAN**

1. The meeting was called to order at 7:00 p.m. by Chairman McLaughlin
2. The Pledge of Allegiance was recited in unison by the members of the Commission and the other individuals present.

3. **Roll Call**

PRESENT: Bain, Hanna, Heying, Koehlinger, Mayville, McLaughlin, Pnacek, Stamas and Tanzini

ABSENT: None.

OTHERS PRESENT: Brad Kaye, Assistant City Manager for Development Services; Debbie Marquardt, Technical Secretary; and four (4) others.

4. **Approval of Minutes**

Moved by Hanna and seconded by Heying to approve the minutes of the regular meeting of February 28, 2017. Motion passed unanimously.

5. **Public Hearing**

- a. **Site Plan No. 354** – initiated by Cobblestone Commercial on behalf of Turtle Cove Properties for site plan review and approval for the construction of townhouses with 16 units in two two-story buildings, located at 401, 411 and 415 Fitzhugh Street, 310 West Buttles Street and 307 West Indian Street.

Mr. Kaye presented the site plan for the construction of two 8-unit townhouses. There were a number of older properties on the lot which have been removed by the applicant. The zoning is Office Service with a Downtown Northside Overlay district which establishes certain design standards. The structures are two levels and the lower levels are all handicapped facilities.

Mayville asked about access for handicapped parking spaces into the units. Kaye stated that the required number of parking standards are fully met. All residents may not require such parking.

Mayville asked about access to the second story. The upper level is taking access from the parking lot side. Mayville also asked if the street side access would have lighting. This will be presented on the photometric plan yet to come.

Mark Wahl, Cobblestone Commercial, 1397 W Linwood Road, Linwood Michigan. The first floor units are accessible by both the parking lot and the street side. This is so they look more like townhouses in the downtown area. The lower level units have a universal design based on a zero step life style but not specific to handicapped. The second level access is from the parking lot.

Heying asked about the underground detention plan. Wahl stated that they used the same engineer as the building a couple blocks down the street. They use this system all the time.

Matt Schauman, 9701 Crystal Lane Court, Freeland, MI. There is a handicapped ramp. Midland Baseball Foundation owns the green space and that may be later developed.

Public hearing was closed.

A motion was made by Hanna to waive the procedural requirements to permit consideration of the proposed application. The motion was seconded by Mayville. The motion was approved unanimously.

Stamas asked about the easement along Jerome Street.

Mayville is glad to see housing going in this area and in the downtown area. He would like to make the photometric plan part of the contingencies. He wanted to reinforce that.

Heying asked about light shining out and interfering with others vision. Kaye advised that this would be reviewed on the photometric plan.

Koehlinger states that it is being developed the way that it was planned and he is glad that access is off Fitzhugh Street.

Stamas asked if there would be an access through this site to the other side of the lot. They have not proposed development for that parcel at this time.

Pnacek stated that it is a great site plan and redevelopment for this area.

It was moved by Heying and supported by Pnacek to recommend approval of Site Plan No. 354 initiated by Cobblestone Commercial on behalf of Turtle Cove Properties for the construction of townhouses with 16 units in two two-story buildings, located at 401, 411 and 415 Fitzhugh Street, 310 West Buttles Street and 307 West Indian Street with the following contingencies:

1. A final stormwater permit to be approved by the City Engineering Department.
2. A final soil erosion and sedimentation control permit to be approved by the City Building Department.
3. A sidewalk easement along Jerome Street to the satisfaction of the City Engineering Department and the City Attorney's Office.
4. A photometric plan demonstrating compliance with the light standards of Section 3.12 of the City Zoning Ordinance to the satisfaction of the City Building Department.

YEAS: Bain, Hanna, Heying, Koehlinger, Mayville, McLaughlin, Pnacek, Stamas and Tanzini

NAYS: None

ABSENT: None

6. Old Business

a. LCMR Setbacks

Kaye stated that they researched all city properties that are LCMR zoning to be surer there would not be any negative outcomes, and that none were identified. This will change Article 26 saying for a rear and both side yard setback and add footnote s. This would only apply to the interior lot lines within a property when it abuts another LCMR district. Staff is asking permission to move this forward to public hearing.

Following discussion, the Planning Commission has no opposition in moving forward to a public hearing for the proposed text amendment.

b. Planning Commission Guidebook

Kaye stated that the Planning Commission Guidebook is intended to function as an orientation packet. The commission last looked at the guidebook in October, 2016. The commission made some suggestions in regard to the flow of the document and those have now been implemented. At this point this is a final document.

Moved by Heying and seconded by Mayville to receive and file the Planning Commission Guidebook. Motion passed unanimously.

7. Public Comments (unrelated to items on the agenda)

None

8. New Business

a. Annual Report

Kaye stated that it has been over ten years since the city has done an annual report. It is part of the Redevelopment Ready Communities (RRC) program. As presented, this report provides updates not only on the Planning Commission activities, but also those of the Zoning Board of Appeals, Housing Commission and West Main Street Historic District Commission as well.

Feedback on the site plan approval process is included as an RRC requirement. Out of the 11 site plans reviewed by the Planning Commission, representatives of 9 were spoken to, of which 7 expressed no concerns about the approval process itself. The remaining two stated that it was a lengthy process but both were due to access management issues related to the specific site and ordinance standard. No specific trends were identified that will require us to review our existing site plan standards. Looking ahead, staff are considering the use of a more formal customer feedback survey to try to get more in depth feedback.

In addition to processed applications and activities of the various boards and commissions, Building Department permit activity is also presented. This information shows another busy year for the department.

Move by Hanna and seconded by Mayville to receive and file the 2016 Annual Report. Motion passed unanimously.

9. Communications

The commissioners received copies of *Michigan Planner* and *Planning and Zoning News*

10. Report of the Chairperson

None

11. Report of the Planning Director

There was no Planning Commission action items at city council. They did have a presentation about the corridors study and there will be a follow up and comment zoning.

Hanna asked about a learning session and maybe a site visit to the landfill and seeing the gas process. She suggested that people see the water treatment plant and be familiar with it.

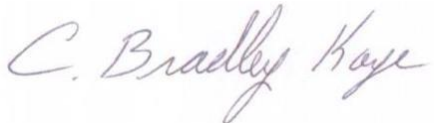
12. Items for Next Agenda – April 11, 2017

- a. Site Plan No. 356 – initiated by Richard L. Fosgitt, PE on behalf of Earl D. Bennett Construction, Inc., for site plan review and approval for the construction of Forestview Crossings, a 34 unit, residential site condominium project, located at 9203 Eastman Avenue.
- b. Zoning Petition No. 611 – initiated by David Helgersen to rezone the property located at 510 Bayliss Street and a portion of 2710 Jefferson Avenue from Community Commercial zoning to Regional Commercial zoning.

13. Adjourn

It was motioned by Pnacek and seconded by Mayville to adjourn at 8:13 p.m. Motion passed unanimously.

Respectfully submitted,

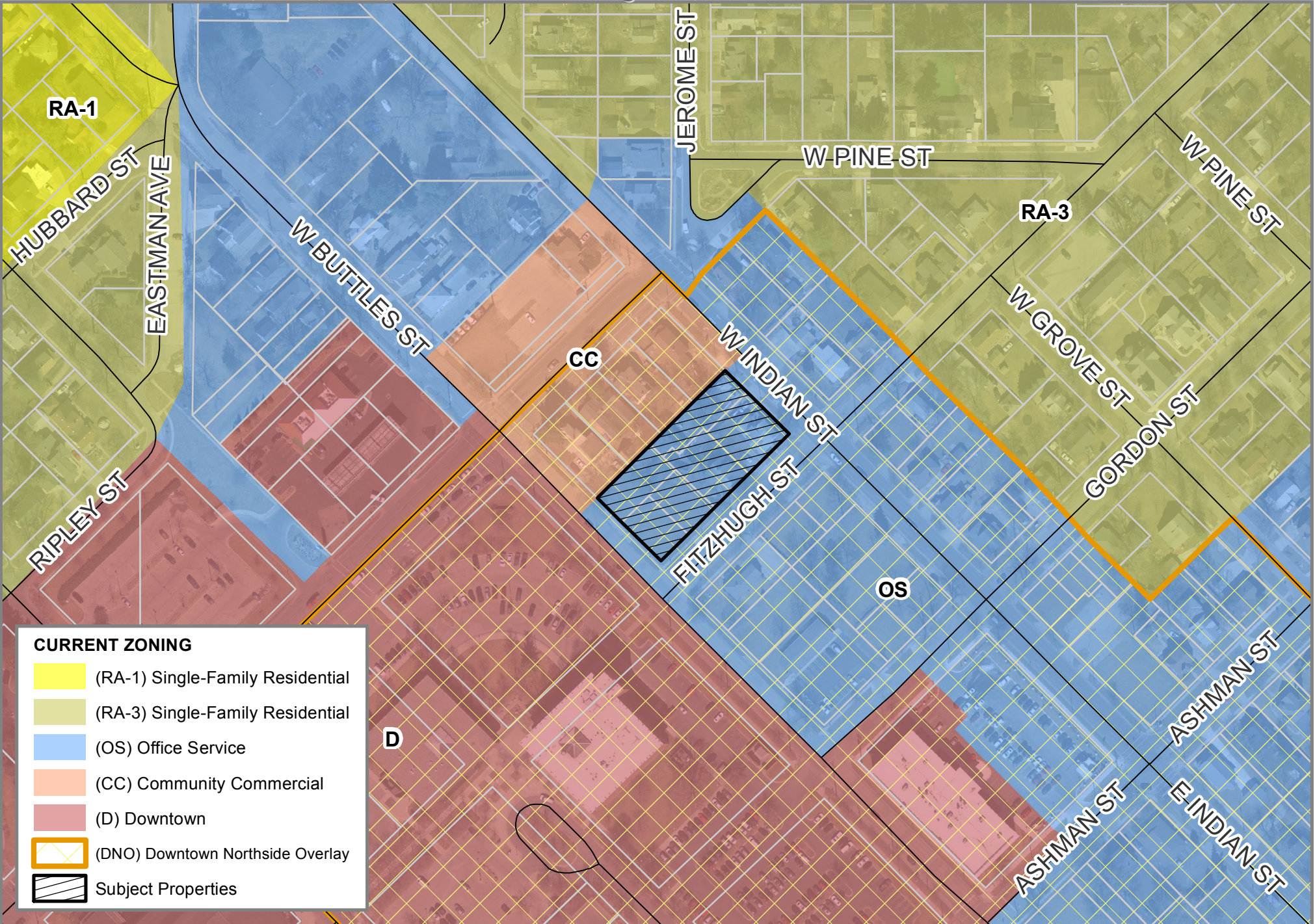
A handwritten signature in blue ink that reads "C. Bradley Kaye". The signature is written in a cursive, flowing style.

C. Bradley Kaye, AICP, CFM
Assistant City Manager for Development Services

MINUTES ARE NOT FINAL UNTIL APPROVED BY THE PLANNING COMMISSION

SP #354 | TCP Development

> 300 W Buttiles St; 401, 407, 411 & 415 Fitzhugh St; & 307 W Indian St



CURRENT ZONING

(RA-1) Single-Family Residential

(RA-3) Single-Family Residential

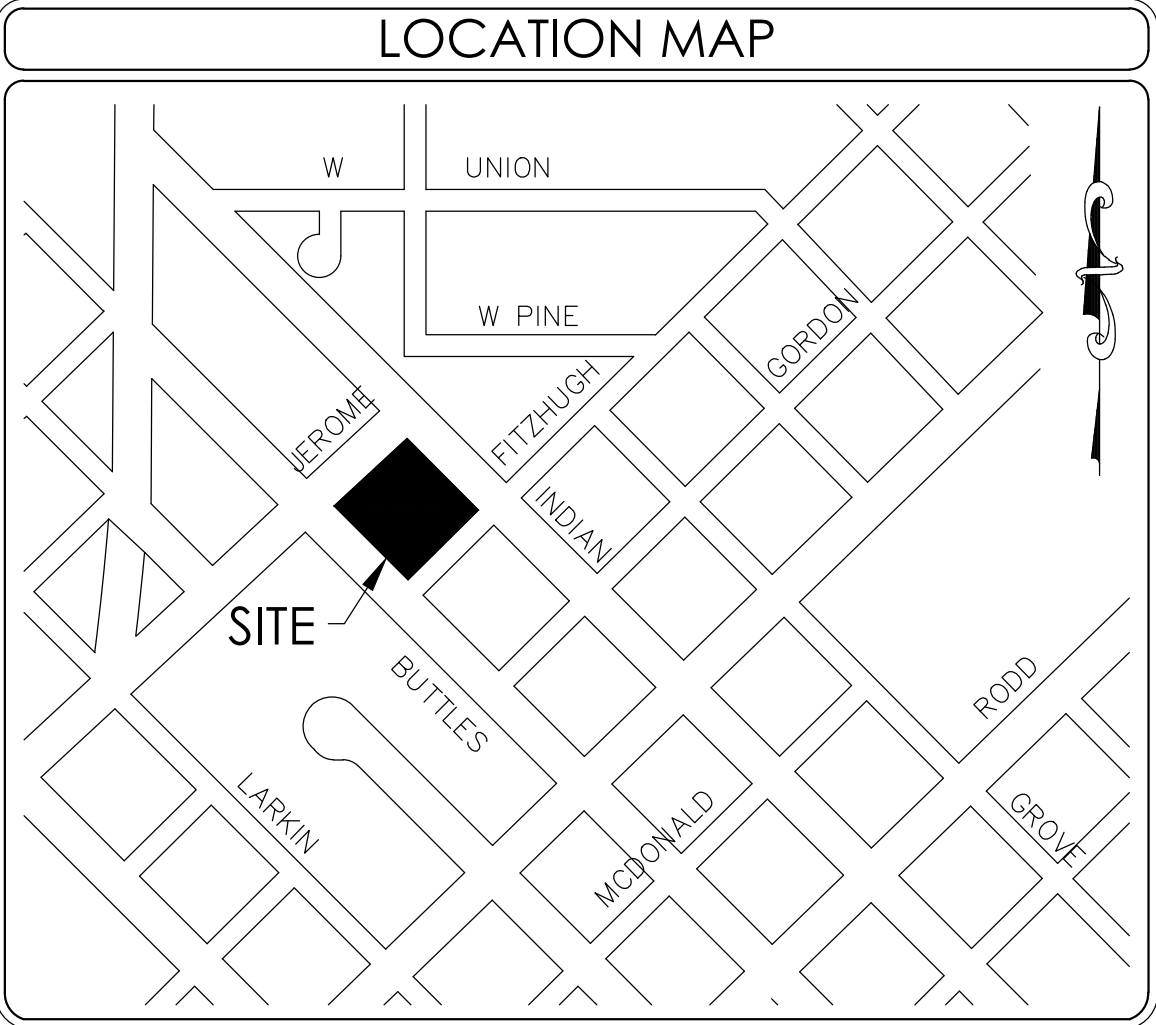
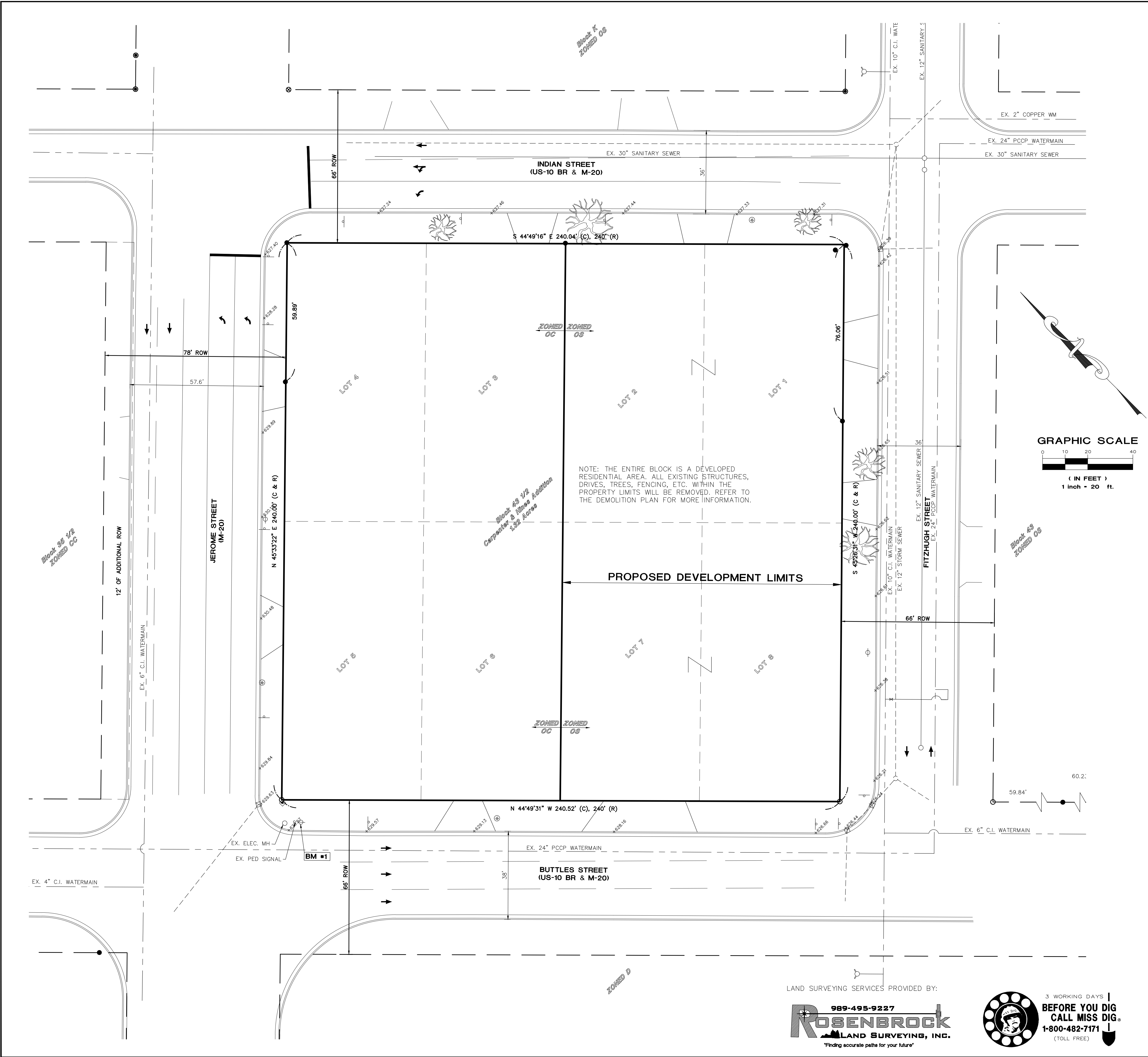
(OS) Office Service

(CC) Community Commercial

(D) Downtown

(DNO) Downtown Northside Overlay

Subject Properties



BENCHMARK	
BM #1 - GEAR SPIKE IN NORTH FACE OF PP, 4' EAST OF EAST EDGE OF BUTTES ST., 35' SOUTH OF CENTERLINE OF M20.	
ELEV. 631.31 (PER CITY OF MIDLAND)	

PROPERTY DESCRIPTION	
LOTS 1, 2, 7, AND 8, BLOCK 43 1/2, CARPENTER & HINES ADDITION, SECTION 16, T14N-R02E, CITY OF MIDLAND, MIDLAND COUNTY, MICHIGAN.	
BOUNDARY SURVEY PROVIDED BY ROSENBROCK LAND SURVEYING.	

LEGEND	
	MONUMENT / SECTION CORNER
	FOUND RIGHT-OF-WAY MARKER
	FOUND PROPERTY IRON
	SET PROPERTY IRON
	EXISTING CATCHBASIN
	EXISTING MANHOLE/CATCHBASIN
	EXISTING MANHOLE
	EXISTING HYDRANT
	EXISTING VALVE
	EXISTING SANITARY SEWER
	EXISTING STORM SEWER
	EXISTING WATERMAIN
	EXISTING FENCE LINE
	UNDERGROUND ELECTRIC LINE
	UNDERGROUND GAS LINE
	UNDERGROUND TELEPHONE LINE
	UNDERGROUND CABLE T.V. LINE
	OVERHEAD ELECTRICAL WIRES
	EXISTING MAILBOX / NEWSPAPER BOX
	EXISTING SIGN
	EXISTING DECIDUOUS TREES
	EXISTING CONIFEROUS TREES
	EXISTING UTILITY POWER POLE
	EXISTING UTILITY POWER POLE w/LIGHT
	EXISTING UTILITY POLE w/TRANSFORMER
	EXISTING TELEPHONE RISER
	EXISTING TRANSFORMER PAD

PROJECT DESIGNER	
COBBLESTONE HOMES	
5474 GARFIELD ROAD, SUITE 2	
SAGINAW, MI 48603	
WWW.COBBLESTONE.ME	

PROJECT LOG

P.C. SUBMITTAL	11/18/16
REV. PER CITY COMMENTS	12/4/16
SITE RE-DESIGN	2/24/17

PREPARED UNDER THE SUPERVISION OF:

FILE: 203-36 SURVEY PLAN.DWG	PROJECT MGR: MJR	DESIGNED BY: MJR	CHECKED BY:	SCALE: 1"=20'	SHEET: 1 OF 6
	DRAWN BY: KSH				

TURTLE COVE PROPERTIES

233 E LARKIN STREET

MIDLAND, MI 48657

(989) 941-3354

TURTLE COVE

SECTION 16, T14N-R2E

CITY OF MIDLAND

MIDLAND COUNTY, MICHIGAN

SURVEY PLAN

MLREngineering

CIVIL ENGINEERING & CONSULTING SERVICES

134 S. Main Street, Suite 1, Freeland, Michigan 48623

Phone: (989) 239-2384

www.mlrengineering.com

C1.0

MLR 203-36

LAND SURVEYING SERVICES PROVIDED BY:

989-495-9227

ROSENBROCK

MIDLAND SURVEYING, INC.

"Finding accurate paths for your future"

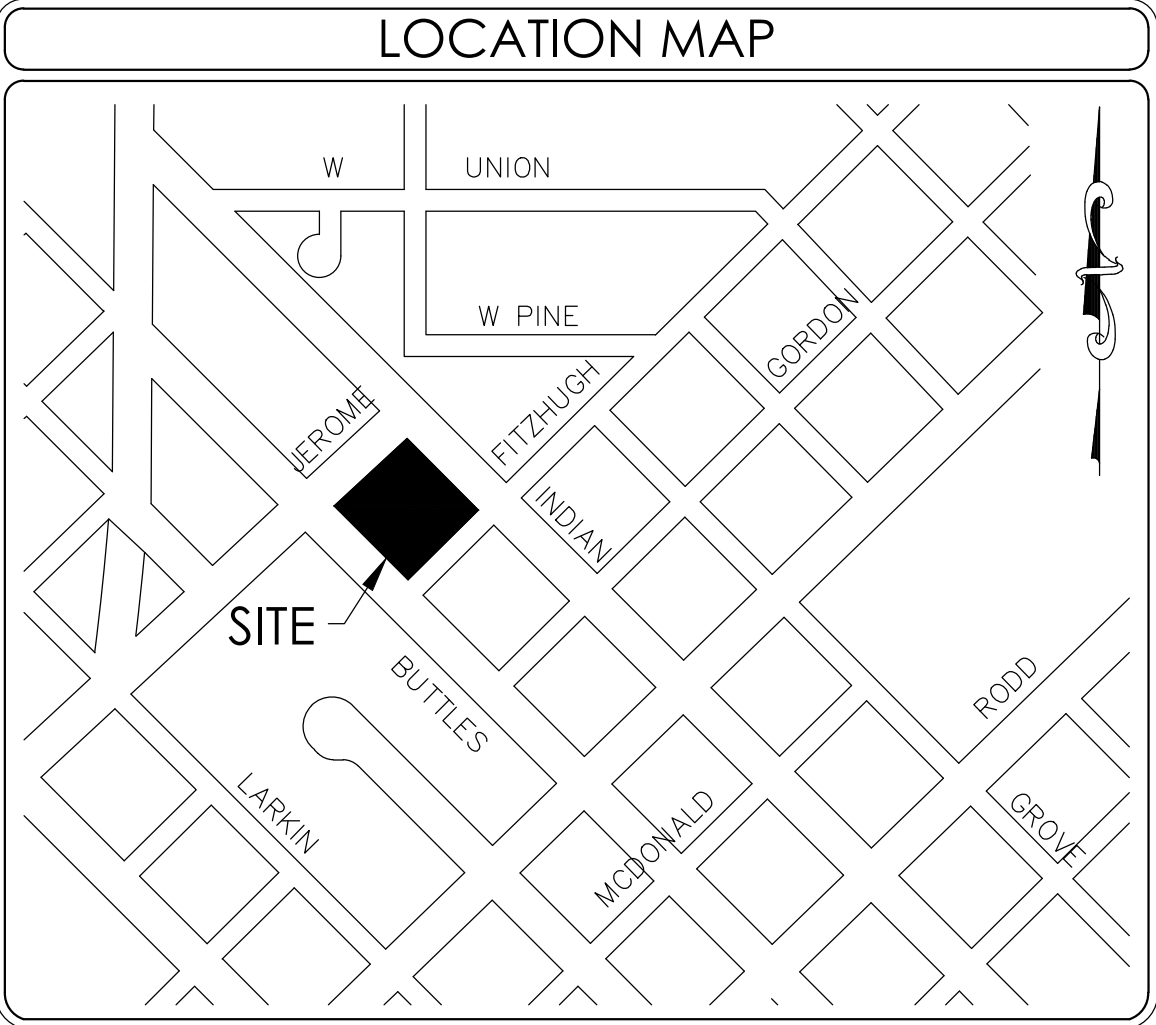
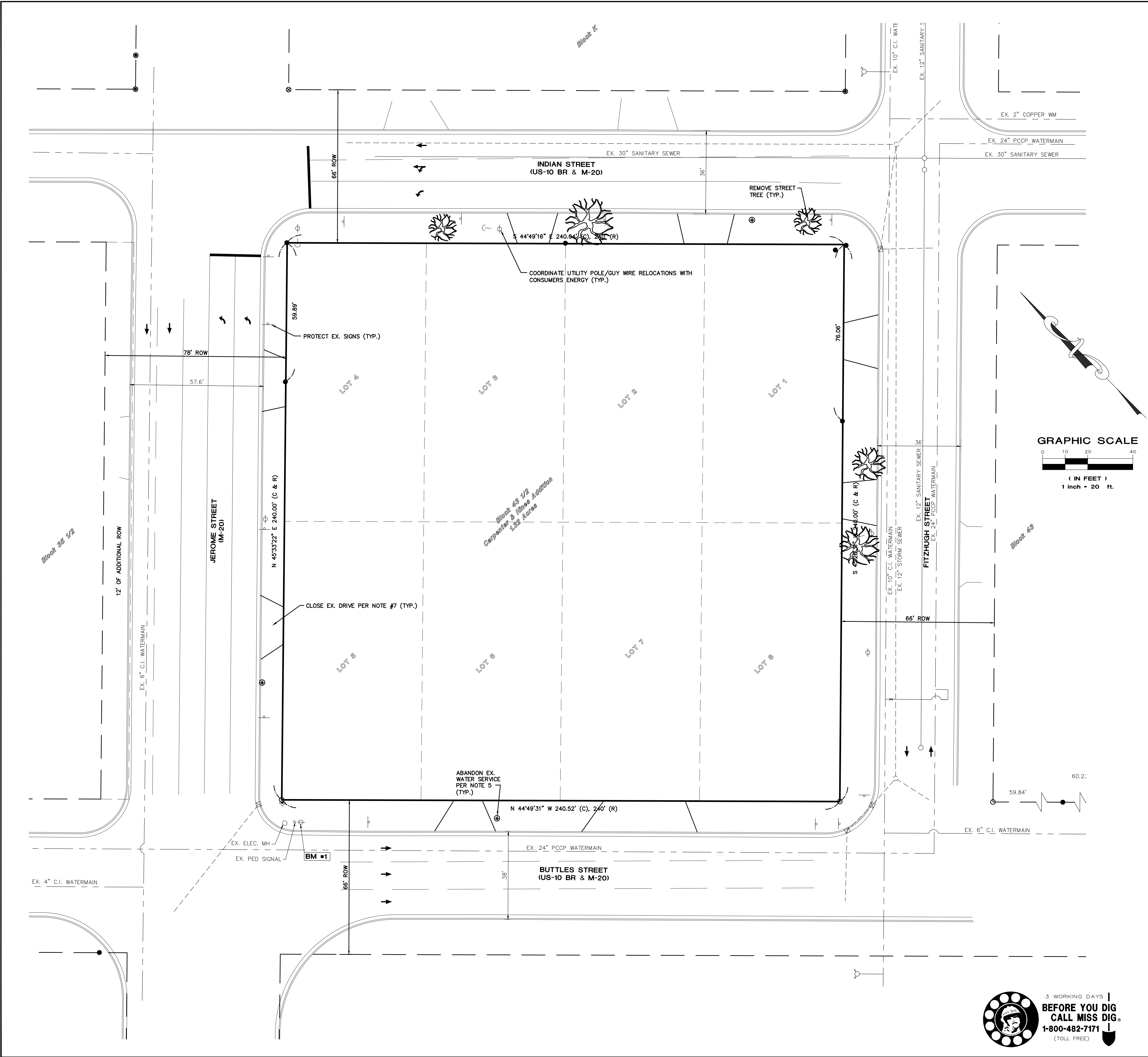
3 WORKING DAYS

BEFORE YOU DIG

CALL MISS DIG.

1-800-482-7171

(TOLL FREE)



BENCHMARK

BM #1 = GEAR SPIKE IN NORTH FACE OF PP, 4' EAST OF EAST EDGE OF BUTTES ST., 35' SOUTH OF CENTERLINE OF M20.
ELEV. 631.31 (PER CITY OF MIDLAND)

PROPERTY DESCRIPTION

LOTS 1, 2, 7, AND 8, BLOCK 43 1/2, CARPENTER & HINES ADDITION, SECTION 16, T14N-R02E, CITY OF MIDLAND, MIDLAND COUNTY, MICHIGAN.
BOUNDARY SURVEY PROVIDED BY ROSENBROCK LAND SURVEYING.

- DEMOLITION NOTES**
1. ALL DEMOLITION WORK SHALL CONFORM TO ALL LOCAL CODES AND ORDINANCES.
 2. REMOVE AND CLEAR ALL TREES (INCLUDING STREET TREES), BRUSH, FENCES, BUILDINGS (INCLUDING FOUNDATIONS), PUBLIC SIDEWALK, CONCRETE AND PAVEMENT ON THE SITE.
 3. ALL DEMOLITION MATERIAL SHALL BE PROPERLY REMOVED FROM THE SITE AND DISPOSED OF IN A LEGALLY DESIGNATED DISPOSAL AREA. NO ON-SITE BURNING WILL BE PERMITTED.
 4. CONTRACTOR SHALL VERIFY ALL UTILITIES WITHIN THE CONSTRUCTION INFLUENCE. NOTIFY ENGINEER OF ANY CONFLICTS.
 5. ALL WATER SERVICES AND SANITARY SEWER SERVICES SHALL BE ABANDONED IN ACCORDANCE WITH THE CITY OF MIDLAND STANDARDS.
 6. COORDINATE WITH ALL LOCAL UTILITY OWNERS FOR REMOVAL/RELOCATION/ABANDONMENT OF UTILITIES (IE. AT&T, CHARTER COMMUNICATIONS, CONSUMERS ENERGY, CITY OF MIDLAND, AND ALL OTHERS THAT WOULD APPLY TO THE DISTURBED AREA.
 7. ALL EXISTING DRIVES ON THIS BLOCK SHALL BE CLOSED BY SAWCUTTING, REMOVING, AND REPLACING CURB & GUTTER IN ACCORDANCE WITH MDOT (BUTTES, JEROME, AND INDIAN) OR CITY OF MIDLAND (FITZHUGH) STANDARDS.
 8. CONTRACTOR SHALL OBTAIN NECESSARY PERMITS FOR STREET LANE CLOSURES.

PROJECT DESIGNER

COBBLESTONE HOMES
5474 GARFIELD ROAD, SUITE 2
SAGINAW, MI 48603 WWW.COBBLESTONE.ME

PROJECT LOG

P.C. SUBMITTAL	11/18/16
REV. PER CITY COMMENTS	12/4/16
SITE RE-DESIGN	2/24/17

PREPARED UNDER THE SUPERVISION OF:

FILE: 203-36 DEMO PLAN.DWG	PROJECT MGR: MJR	DESIGNED BY: MJR	CHECKED BY:	SCALE: 1"=20'	SHEET: 2 OF 6
	DRAWN BY: KSH				

TURTLE COVE PROPERTIES
233 E LARKIN STREET
MIDLAND, MI 48657
(989) 941-3354

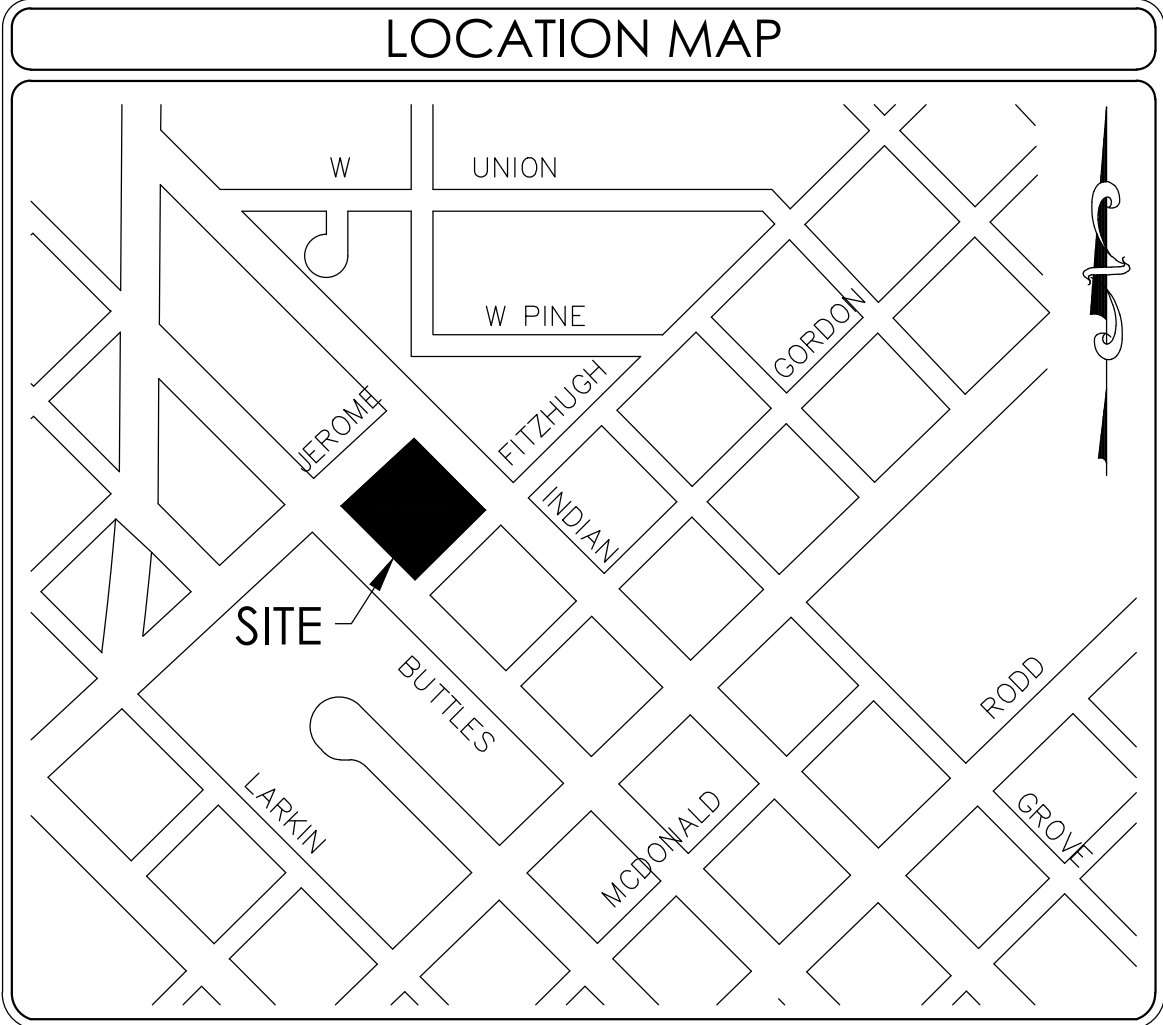
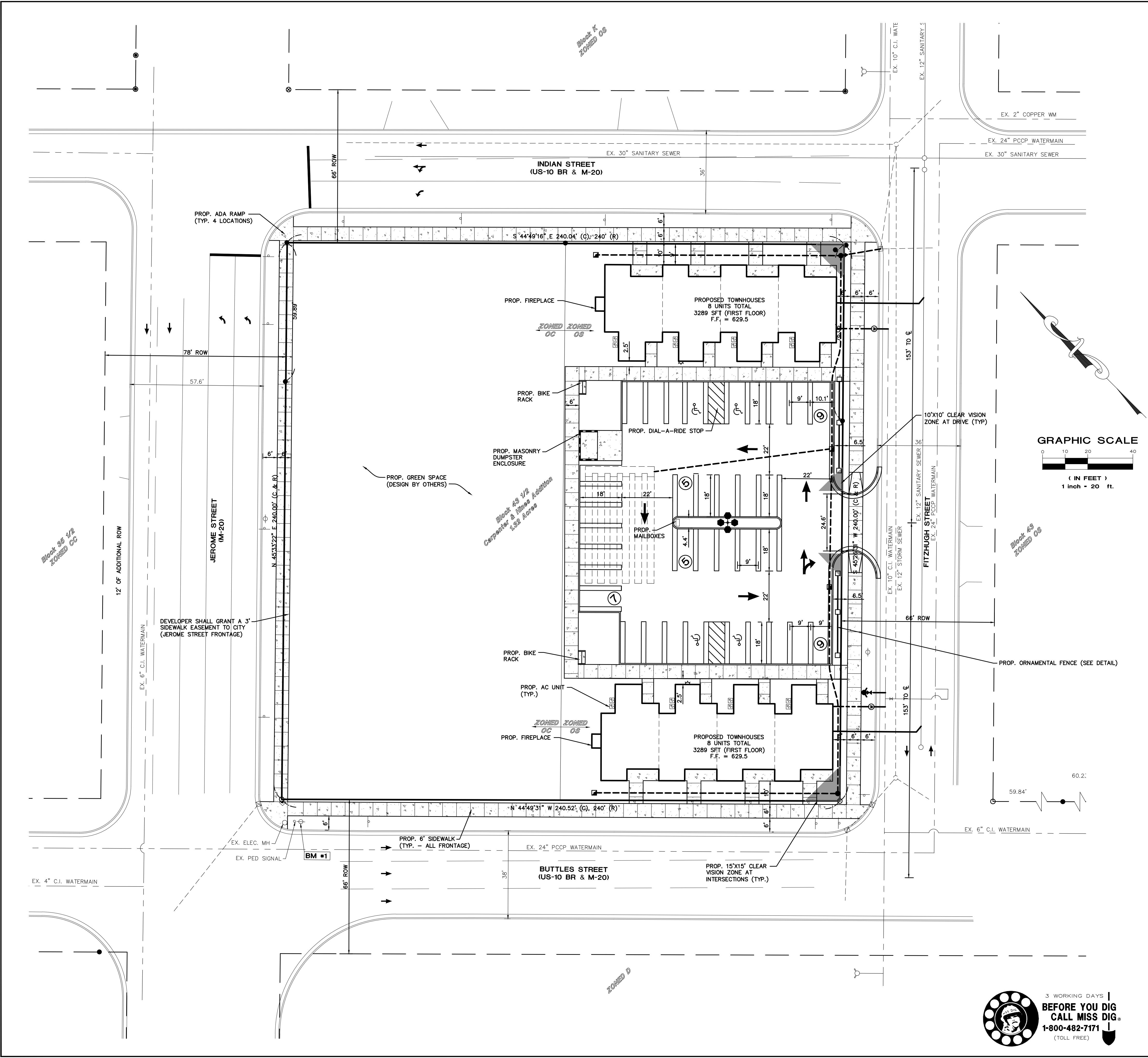
TURTLE COVE
SECTION 16, T14N-R2E
CITY OF MIDLAND
MIDLAND COUNTY, MICHIGAN

DEMOLITION PLAN

MLR Engineering
CIVIL ENGINEERING & CONSULTING SERVICES
134 S. Main Street, Suite 1, Freeland, Michigan 48623
Phone: (989) 239-2384
www.mltrengcng.com

C2.0
MLR 203-36





BENCHMARK

BM #1 - GEAR SPIKE IN NORTH FACE OF PP, 4' EAST OF EAST EDGE OF BUTTES ST., 35' SOUTH OF CENTERLINE OF M20.
ELEV. 631.31 (PER CITY OF MIDLAND)

PROPERTY DESCRIPTION

LOTS 1, 2, 7, AND 8, BLOCK 43 1/2, CARPENTER & HINES ADDITION, SECTION 16, T14N-R02E, CITY OF MIDLAND, MIDLAND COUNTY, MICHIGAN.
BOUNDARY SURVEY PROVIDED BY ROSENBROCK LAND SURVEYING.

DEVELOPMENT NOTES

ZONING: DNO-DOWNTOWN NORTHSIDE OVERLAY, OS, AND OC
SETBACKS:
GOVERNED BY DNO: 0' MIN. - 10' MAX.
PROPOSED LAND USE:
8-UNIT, 2 BEDROOM TOWNHOUSES (2-STORY)
8-UNIT, 1 BEDROOM TOWNHOUSES (1-STORY)
TOWNHOUSES ARE A CONDITIONAL LAND USE
NET ACREAGE: 0.66 ACRES
DENSITY: 24.3 RESIDENTIAL UNITS/ACRE
LOT COVERAGE:
EXISTING: 0%
PROPOSED BUILDINGS, PARKING LOT, CONCRETE, SIDEWALK: 0.50 AC.
PROPOSED: 76% (BASED ON NET ACREAGE)
GAS AND ELECTRIC SERVICE: BY CONSUMERS ENERGY
SANITARY SEWER: PROPOSED 6" PVC (SDR-35) SERVICE TO EACH BLDG.
DRAINAGE: PROP. STORM/CB/PERIMETER - OUTLET TO EXISTING STORM SEWER AT FITZHUGH & INDIAN.
ALL STORM SEWER SHALL BE DWPE.
ALL ROOF DRAIN DOWNSPOUTS SHALL BE CONNECTED TO RESTRICTED STORM SEWER SYSTEM.
PROP. ON-SITE UNDERGROUND STORMWATER DETENTION.
IMPERVIOUS AREA = 1.15 ACRES
WATER: PROPOSED 1.5" SERVICE TO EACH BUILDING.
FIRE: UTILIZE EXISTING STREET FIRE HYDRANTS
SIGNAGE: TBD
SIDEWALKS: REMOVE AND REPLACE ALL PUBLIC SIDEWALK AND ADA RAMPS. INSTALL INTERIOR CIRCULATION SIDEWALK.
TRANSPORTATION: PRIVATE PARKING LOT.
REFUSE: PROPOSED ON-SITE SCREENED MASONRY DUMPSTER.
LIGHTING: POLE MOUNTED AND WALL-PAC.
WETLAND: N.A.
FLOOD PLAIN: NONE. ZONE 'X'
FENCES & WALLS: ORNAMENTAL FENCE.
BICYCLES: 1 BIKE RACK PROVIDED (MIN. 3 BIKES/RACK).
SCHEDULE: START SPRING 2017, COMPLETE FALL 2017
PARKING:
TOWNHOUSES:
2.0 SPACES/2-BEDROOM UNIT REQUIRED
8 UNITS X 2.0 = 16 SPACES
1.5 SPACES/1-BEDROOM UNIT REQUIRED
8 UNITS X 1.5 = 12 SPACES
1 VISITOR SPACE/3 UNITS REQUIRED
16 UNITS / 3 = 6 SPACES
16+12+6 = 34 SPACES REQUIRED
TOTAL PROVIDED = 35 SPACES (INC. 4 ADA SPACES)

PROJECT DESIGNER

COBBLESTONE HOMES
5474 GARFIELD ROAD, SUITE 2
SAGINAW, MI 48603 WWW.COBBLESTONE.ME

PROJECT LOG

P.C. SUBMITTAL	11/18/16
REV. BUTTLES DRIVEWAY	11/25/16
REV. PER CITY COMMENTS	12/4/16
SITE RE-DESIGN	2/24/17
REVISIONS	3/17/17

PREPARED UNDER THE SUPERVISION OF:

FILE: 203-36 SITE PLANDWG	PROJECT MGR: MLR	DESIGNED BY: MLR	DRAWN BY: KSH	CHECKED BY:	SCALE: 1"=20'	SHEET: 3 OF 6
---------------------------	------------------	------------------	---------------	-------------	---------------	---------------

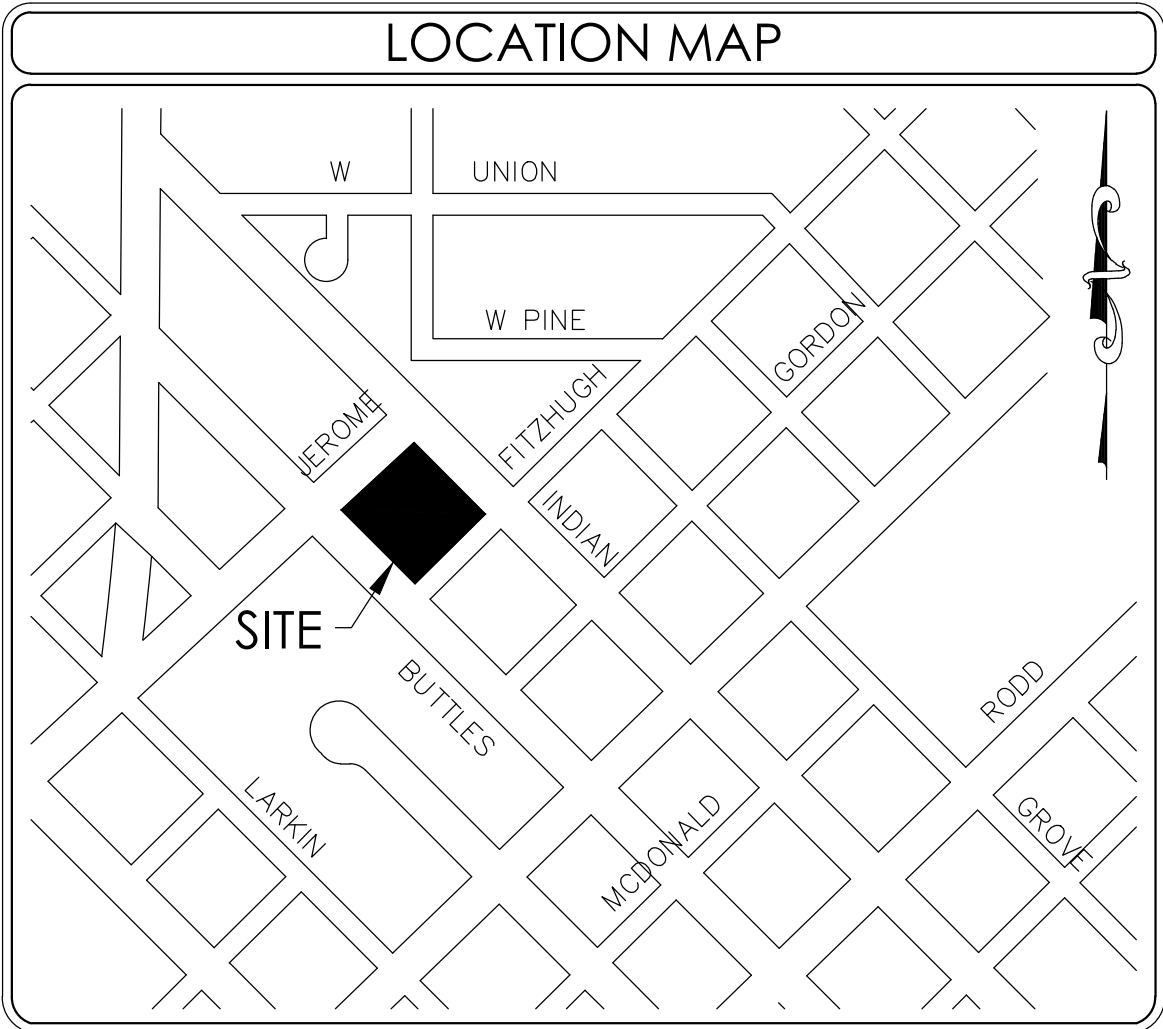
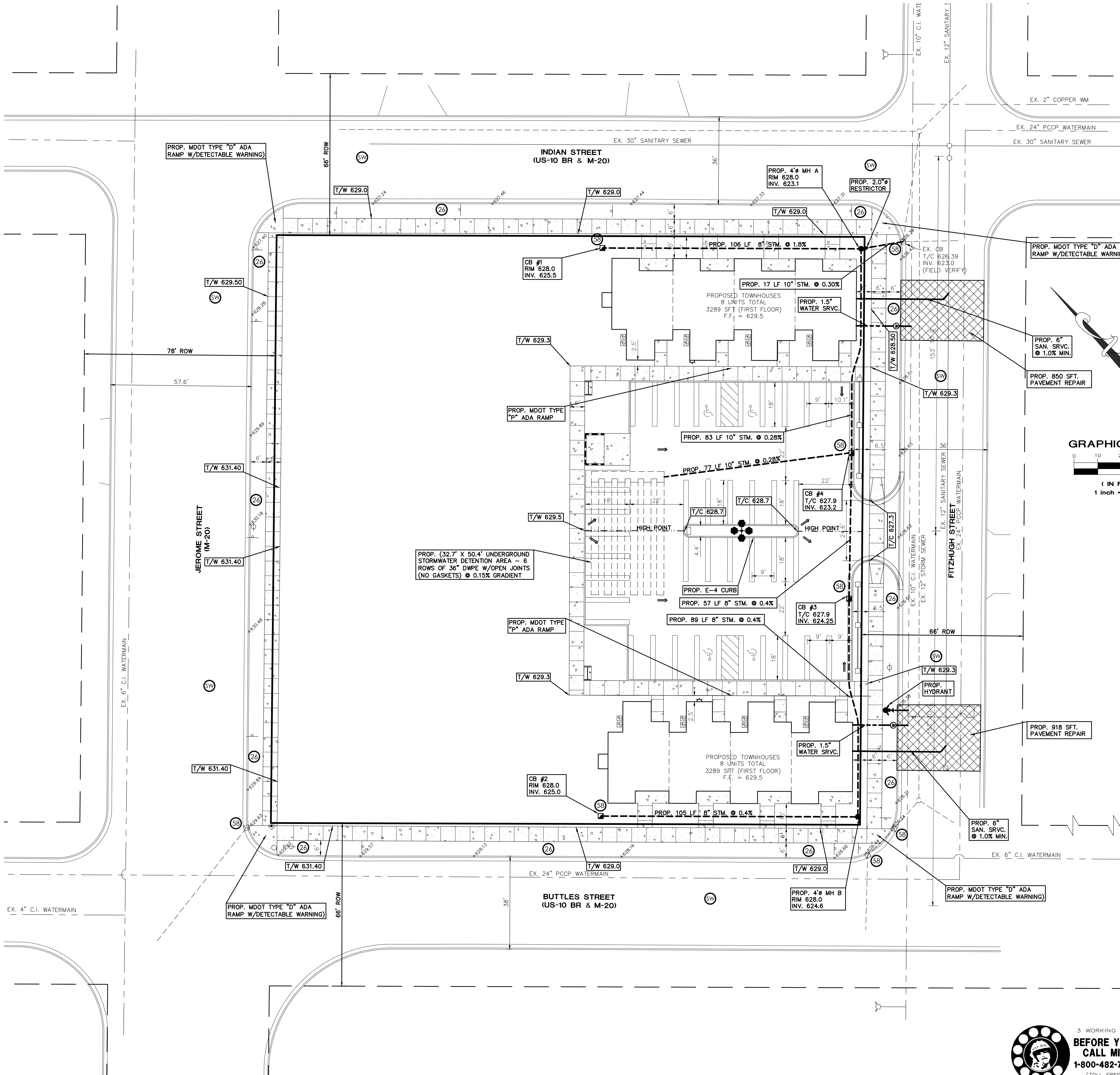
TURTLE COVE PROPERTIES
233 E LARKIN STREET
MIDLAND, MI 48657
(989) 941-3354

TURTLE COVE
SECTION 16, T14N-R2E
CITY OF MIDLAND
MIDLAND COUNTY, MICHIGAN
SITE PLAN

MLREngineering
CIVIL ENGINEERING & CONSULTING SERVICES
134 S. Main Street, Suite 1, Freeland, Michigan 48623
Phone: (989) 239-2384
www.mlrengineering.com

C3.0
MLR 203-36





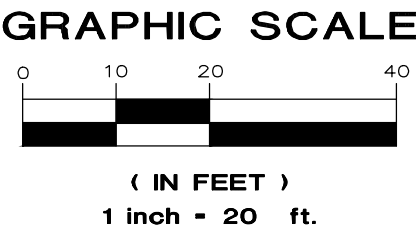
BENCHMARK

BM #1 - GEAR SPIKE IN NORTH FACE OF PP, 4' EAST OF EAST EDGE OF BUTTLES ST., 35' SOUTH OF CENTERLINE OF M20.
ELEV. 631.31 (PER CITY OF MIDLAND)

PROPERTY DESCRIPTION

LOTS 1, 2, 7, AND 8, BLOCK 43 1/2, CARPENTER & HINES ADDITION, SECTION 16, T14N-R02E, CITY OF MIDLAND, MIDLAND COUNTY, MICHIGAN.
BOUNDARY SURVEY PROVIDED BY ROSENBROCK LAND SURVEYING.

- NOTES**
- ALL BUILDING DOWNSPOUTS SHALL CONNECT TO PROP. 6" PERIMETER DRAIN.
 - ALL SIDEWALK IS 6" WIDE
 - ALL STORM SEWER IS DWPE
 - STORM WATER MANAGEMENT:
 - CITY OF MIDLAND DETENTION REQUIREMENTS = 3462 CFT.
 - DETENTION VOLUME PROVIDED = 3495 CFT.
 - (278 LF OF 36" DWPE AND 40% STONE POROSITY)
 - SITE IMPERVIOUS AREA = .50 ACRES
 - OVERALL PARCEL AREA = .66 ACRES
 - QA = 0.13 CPS = 2.0" RESTRICTOR (MIN. ALLOWED)
 - MAXIMUM DETENTION ELEVATION = 627.0
 - EMERGENCY OVERFLOW = OUT OF CB #3/CB #4 AND DOWN DRIVE - ELEV. 627.3



SOIL EROSION & SEDIMENTATION CONTROL MEASURES

Geotextile Silt Fence
USES GEOTEXTILE AND POSTS OR POLES AT 6'-0" MAXIMUM SPACING. MAY BE CONSTRUCTED OR PREPACKAGED. LOCATE AS NECESSARY. PERIODIC CLEANING OF MEASURE IS NECESSARY.

Storm Sewer Inlet Protection
USED WHERE SEDIMENT LADEN STORMWATER REQUIRES TREATMENT BEFORE ENTERING STORMWATER SYSTEM. HANG FILTER FABRIC BAG INSIDE INLET, BENEATH THE GRATE. PERIODIC CLEANING OF MEASURE IS NECESSARY.

Street Sweeping
A SWEEPER SHALL BE USED DAILY TO REMOVE SEDIMENT TRACKED ONTO THE PAVEMENT. SWEEPERS MUST BE USED MORE FREQUENTLY, AS NEEDED, BASED ON SITE CONDITIONS.

PROJECT DESIGNER

COBBLESTONE HOMES
5474 GARFIELD ROAD, SUITE 2
SAGINAW, MI 48603 WWW.COBBLESTONE.ME

PROJECT LOG

P.C. SUBMITTAL	11/18/16
REV. BUTTLES DRIVEWAY	11/25/16
REV. PER CITY COMMENTS	12/4/16
SITE RE-DESIGN	2/24/17
REVISIONS	3/17/17

PREPARED UNDER THE SUPERVISION OF:

FILE: 203-36 UTIL PLANDWG	PROJECT MGR: MJR	DESIGNED BY: MJR	DRAWN BY: KSH	CHECKED BY:	SCALE: 1"=20'	SHEET: 4 OF 6
---------------------------	------------------	------------------	---------------	-------------	---------------	---------------

TURTLE COVE PROPERTIES
233 E LARKIN STREET
MIDLAND, MI 48657
(989) 941-3354

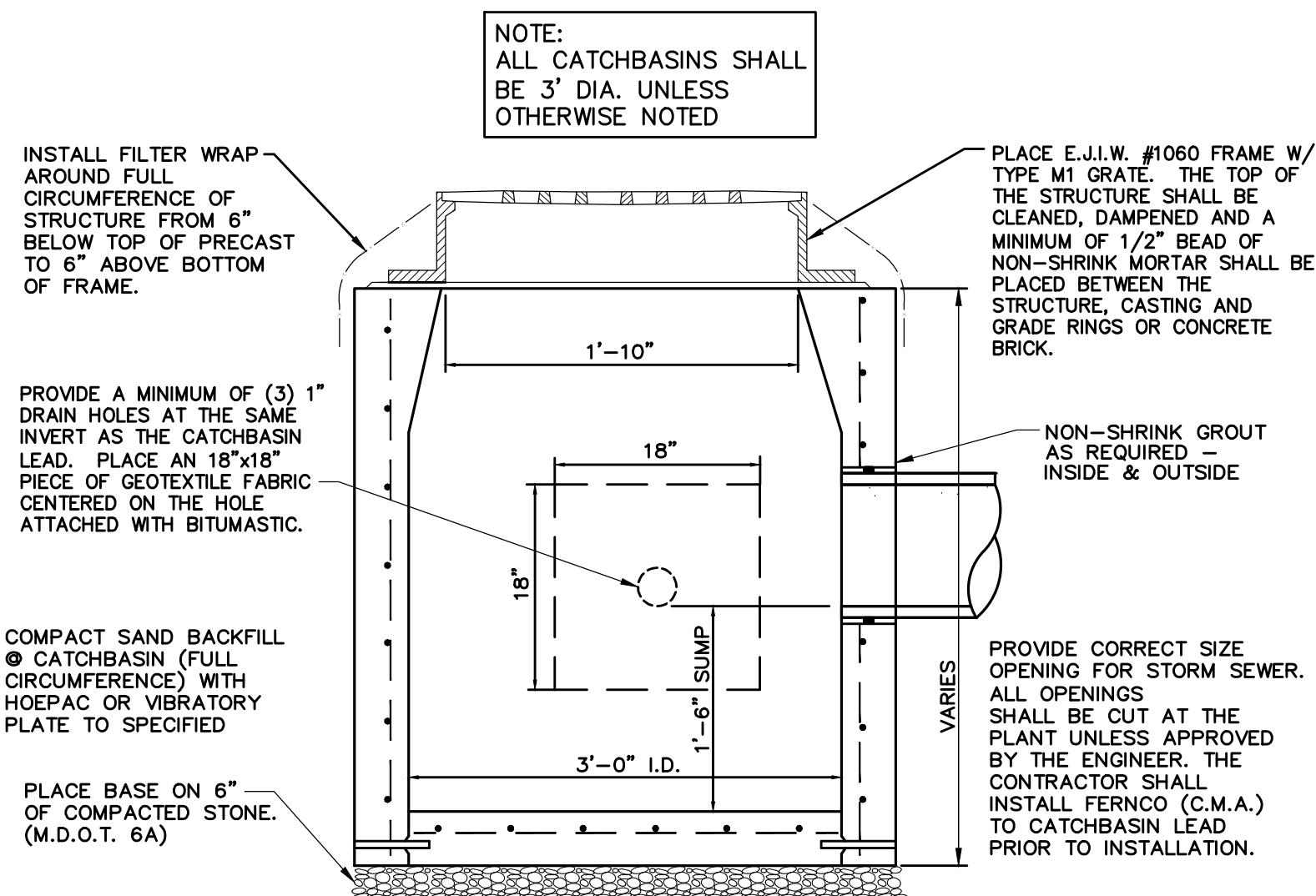
TURTLE COVE
SECTION 16, T14N-R2E
CITY OF MIDLAND
MIDLAND COUNTY, MICHIGAN

UTILITIES & GRADING PLAN

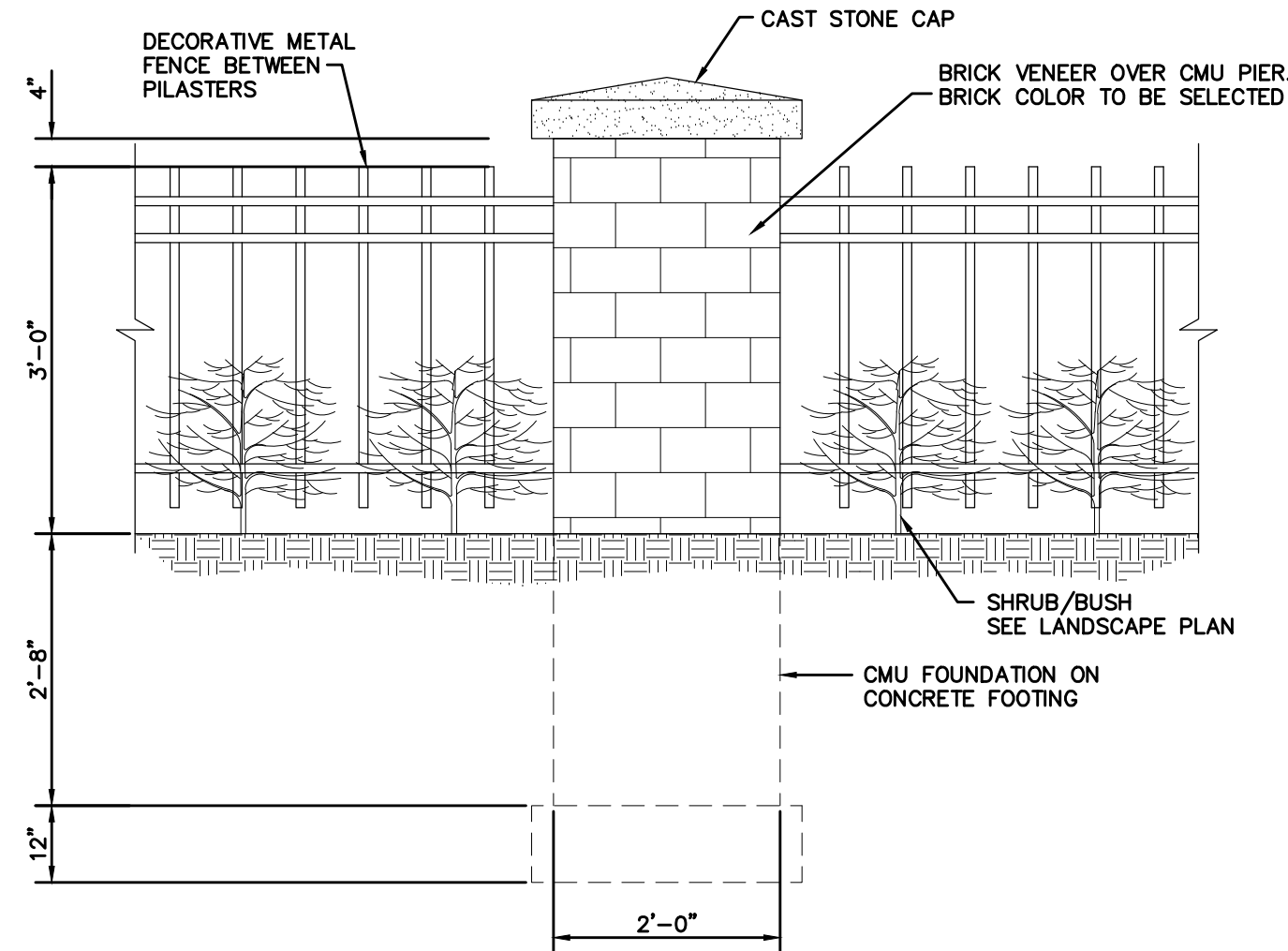
MLR Engineering
CIVIL ENGINEERING & CONSULTING SERVICES
134 S. Main Street, Suite 1, Freeland, Michigan 48623
Phone: (989) 239-2384
www.mltrengineering.com

C4.0
MLR 203-36

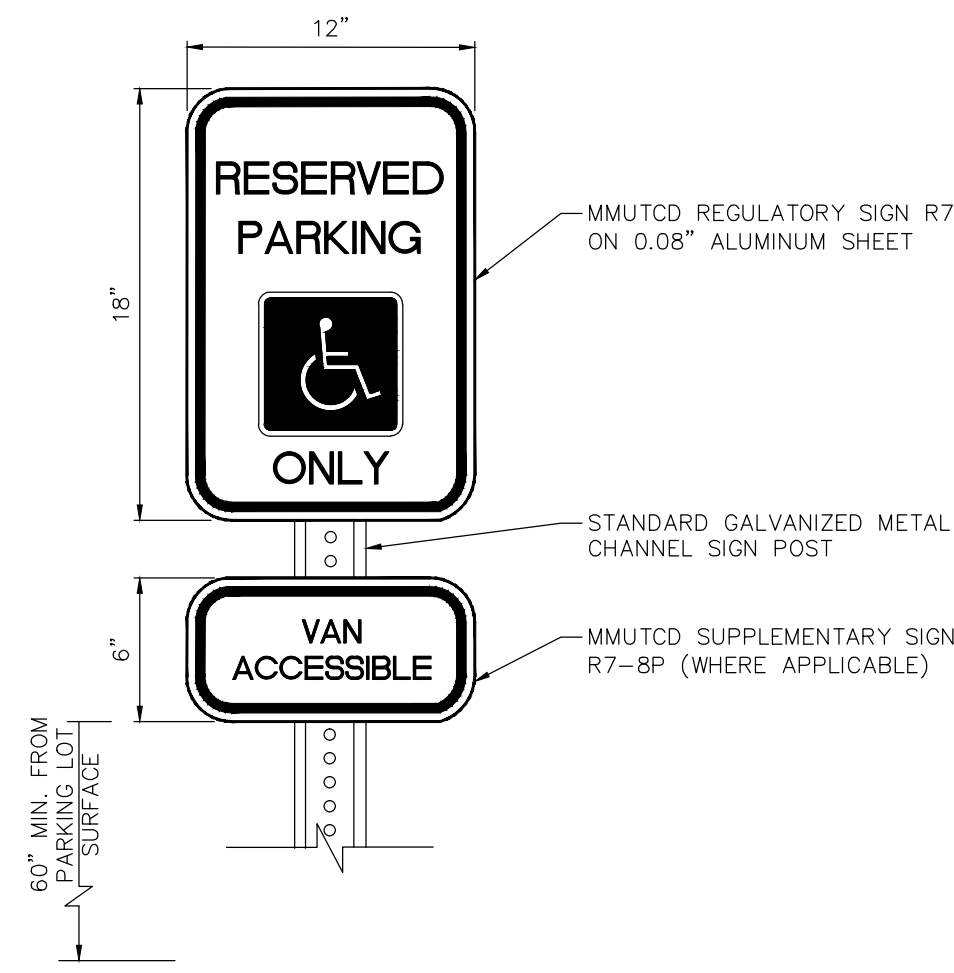




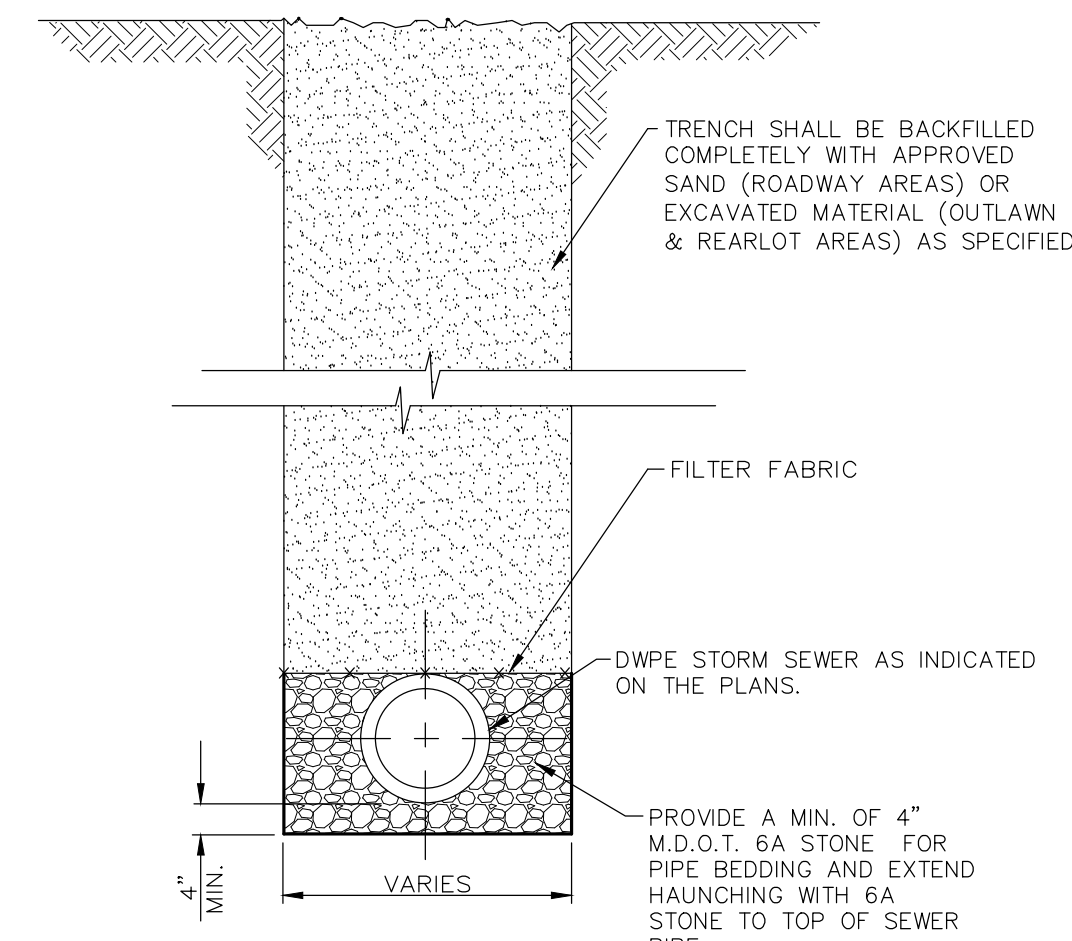
3' DIA. CATCHBASIN (CONCRETE)
NTS



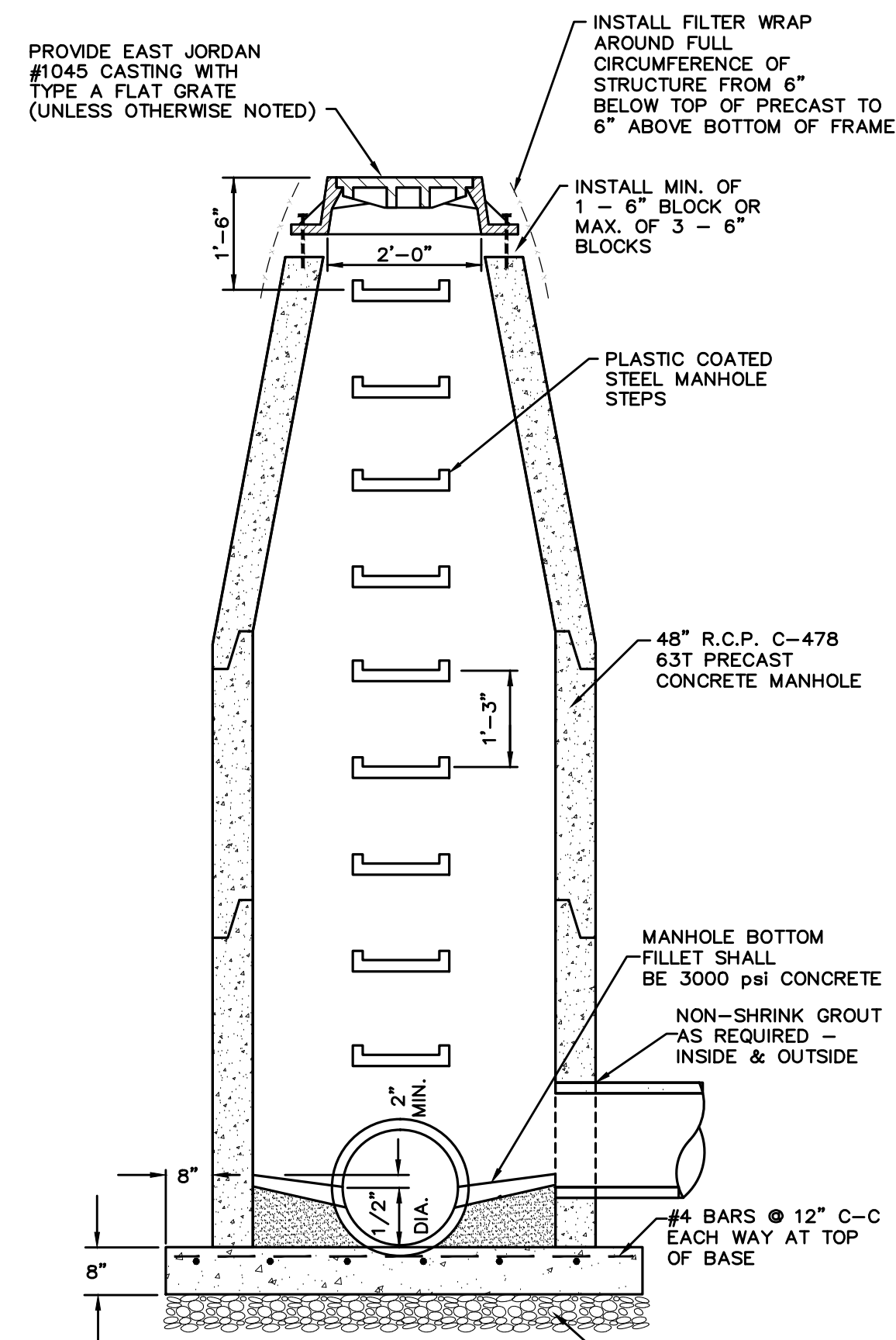
ORNAMENTAL FENCE DETAIL
NOT TO SCALE



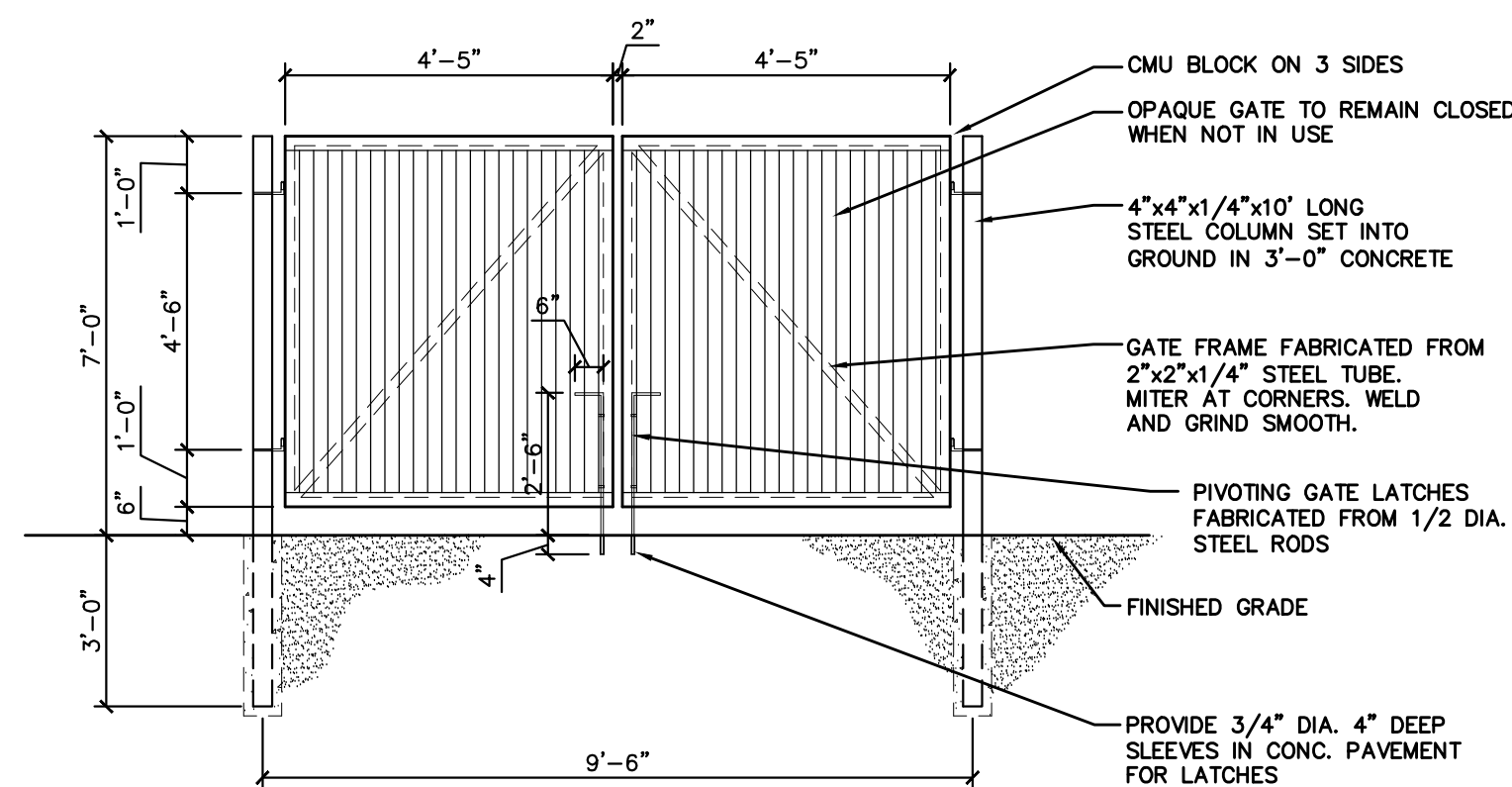
ADA PARKING SIGN
NOT TO SCALE



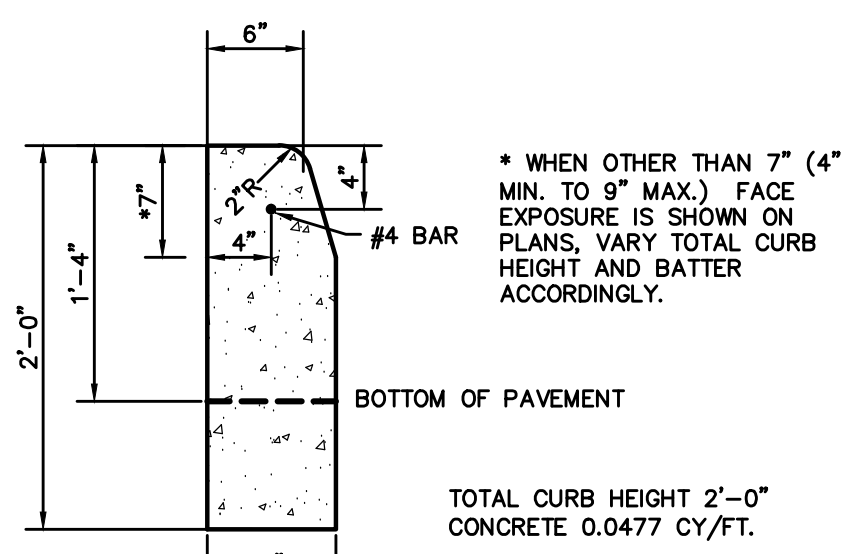
DWPE STORM SEWER TRENCH DETAIL
NTS



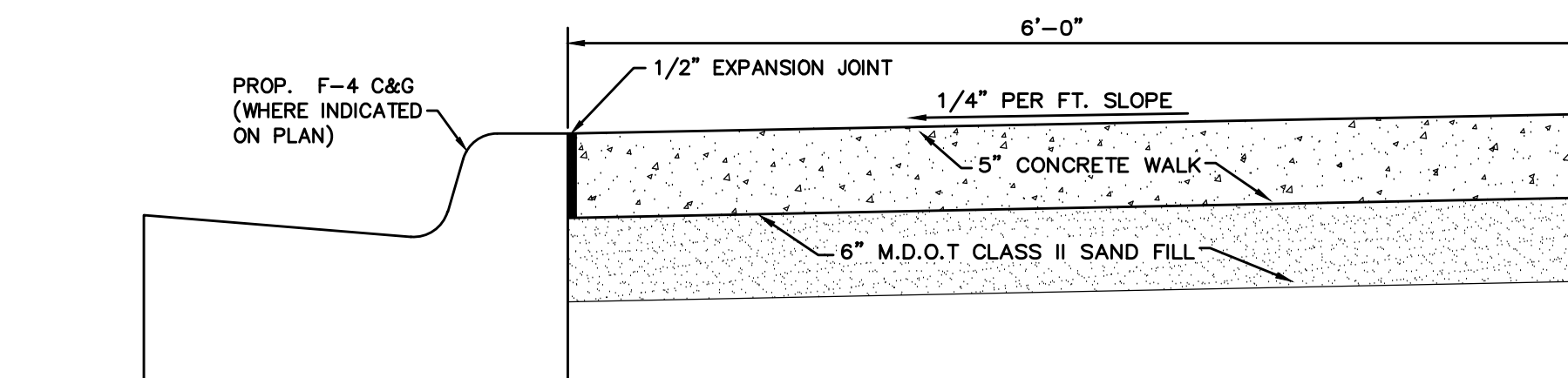
MANHOLE (CONCRETE)
NOT TO SCALE



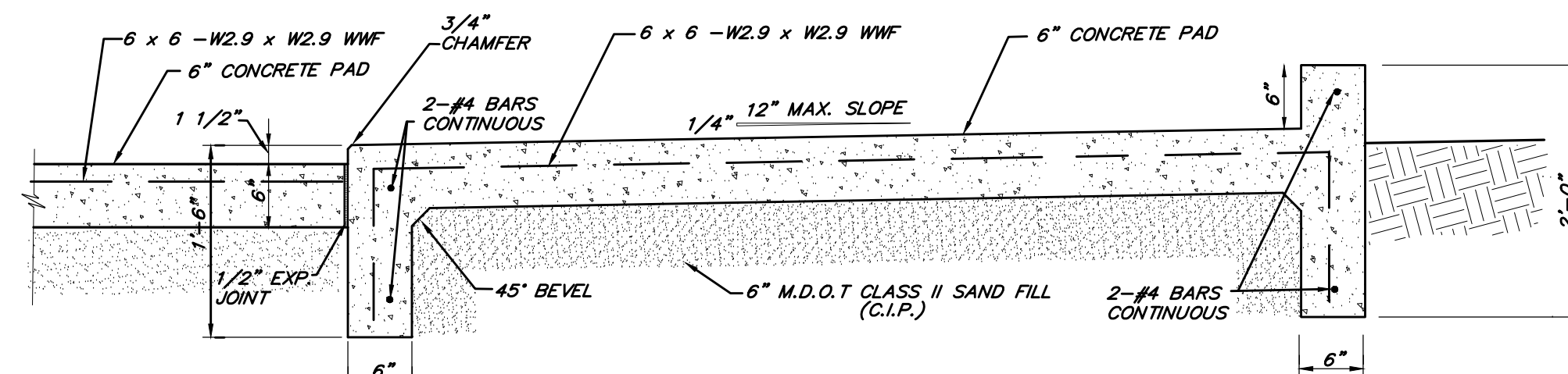
DUMPSTER DETAIL
NOT TO SCALE



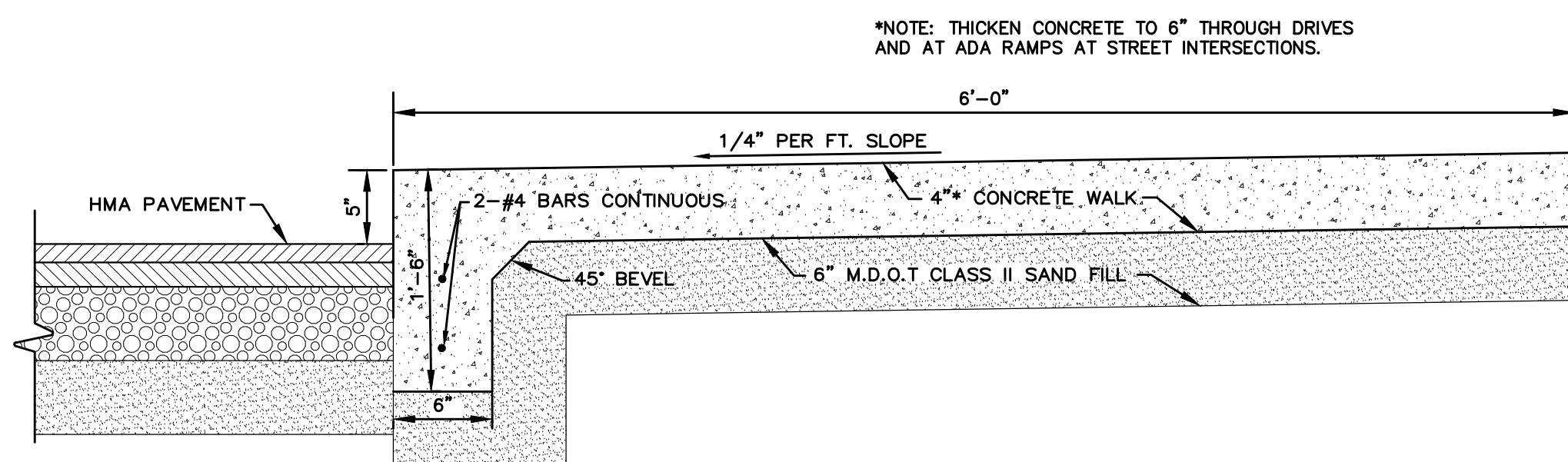
CONCRETE CURB & GUTTER
DETAIL M.D.O.T. E-4
NOT TO SCALE



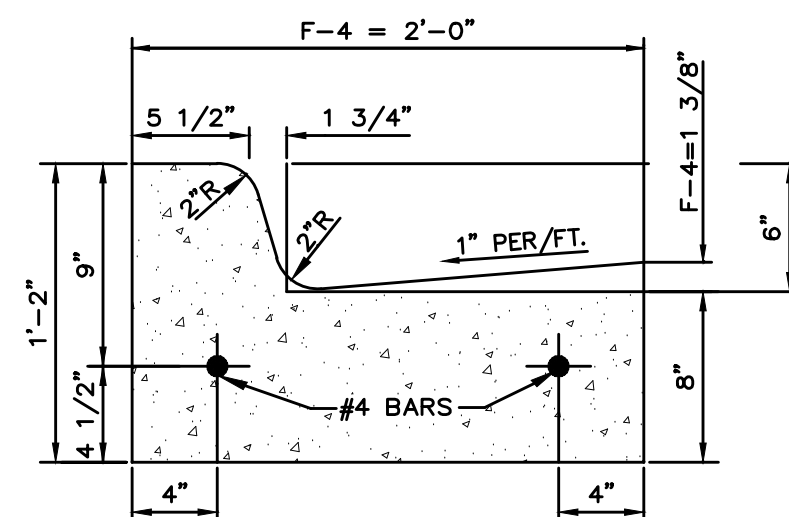
SIDEWALK DETAIL
NOT TO SCALE



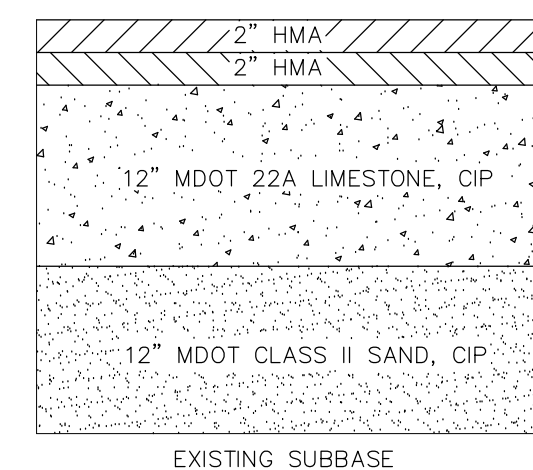
DUMPSTER PAD DETAIL
NOT TO SCALE



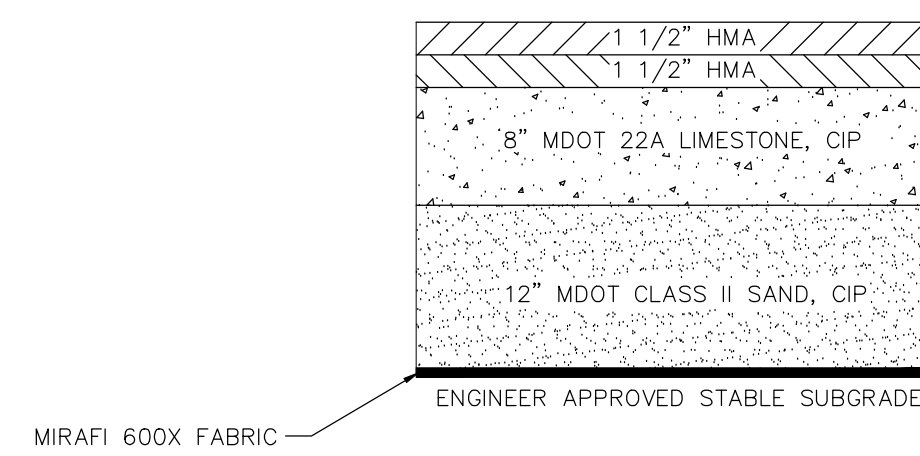
CONCRETE SIDEWALK AND CURB DETAIL
SCALE: NONE



CONCRETE CURB & GUTTER
DETAIL M.D.O.T. F-4
NOT TO SCALE



PAVEMENT REPAIR SECTION
NOT TO SCALE



PROP. PAVEMENT SECTION
NOT TO SCALE

PROJECT LOG	
P.C. SUBMITTAL	11/18/16
REV. BUTLERS DRIVEWAY	11/25/16
REV. PER CITY COMMENTS	12/4/16
SITE RE-DESIGN	2/24/17

PREPARED UNDER THE SUPERVISION OF:	

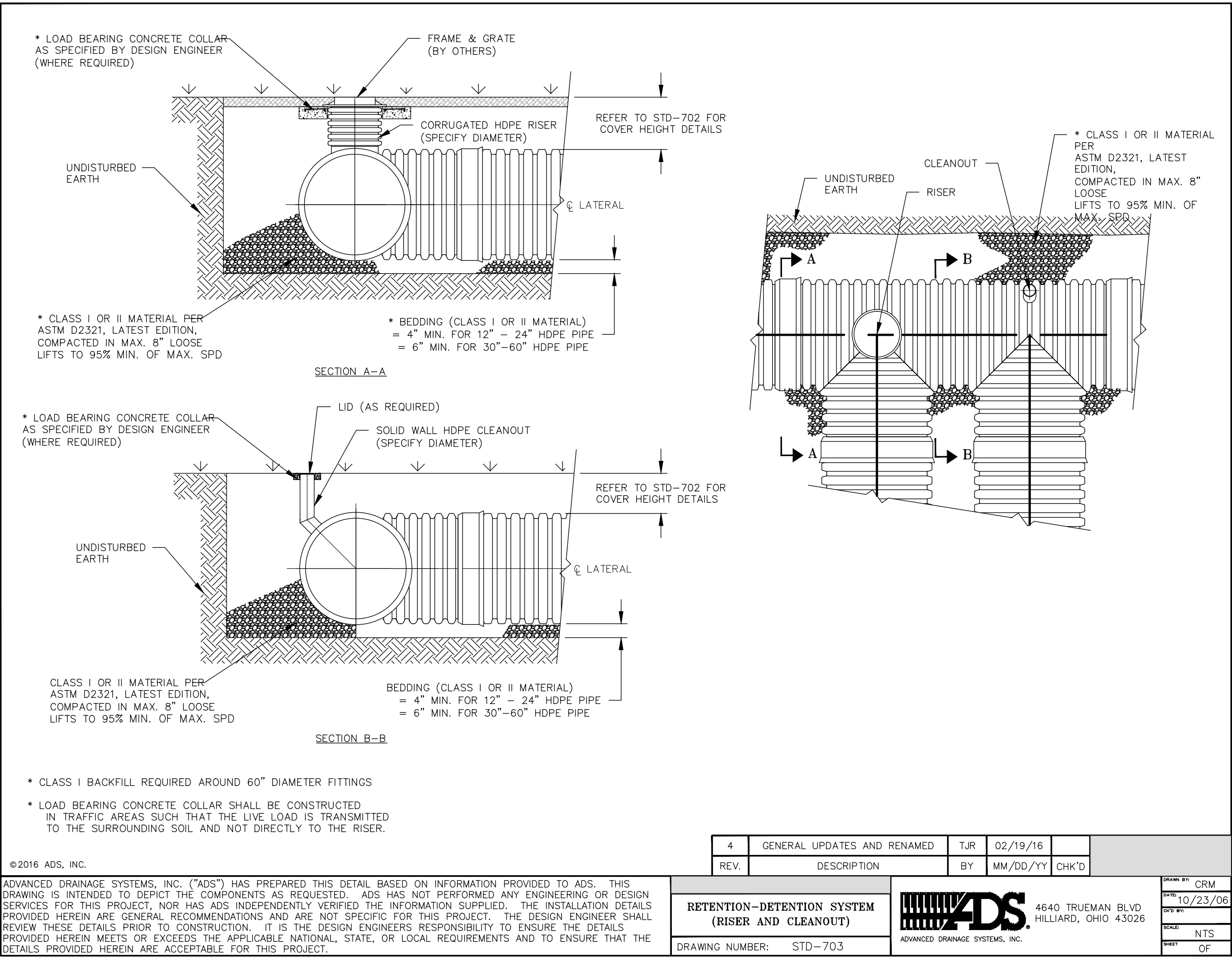
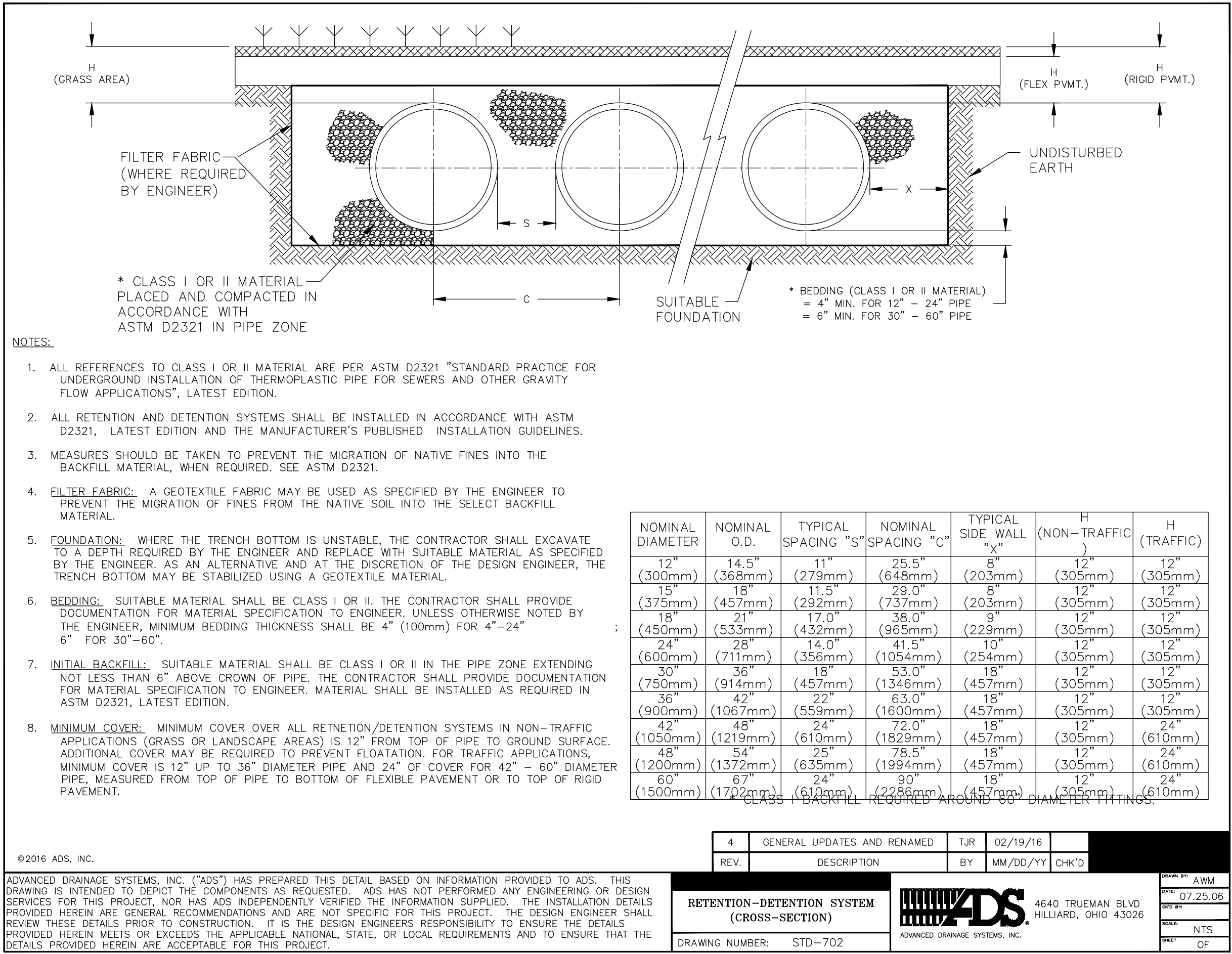
FILE: 203-36 DETAILS.DWG	
PROJECT MGR: MJR	
DESIGNED BY: MJR	
DRAWN BY: KSH	
CHECKED BY:	
SCALE: NTS	
SHEET: 5	6

TURTLE COVE PROPERTIES	
233 E LARKIN STREET	
MIDLAND, MI 48657	
(989) 941-3354	

TURTLE COVE	
SECTION 16, T14N-R2E	
CITY OF MIDLAND	
MIDLAND COUNTY, MICHIGAN	
DETAIL SHEET	

MLR Engineering	
CIVIL ENGINEERING & CONSULTING SERVICES	
134 S. Main Street, Suite 1, Freeland, Michigan 48623	
Phone: (989) 239-2384	
www.mlrengineering.com	

C5.0	
MLR 203-36	



PROJECT LOG

ADDED SHEET	12/10/16
SITE RE-DESIGN	2/24/17

PREPARED UNDER THE SUPERVISION OF:

FILE: 203-36 DETAILS.DWG	PROJECT MGR: MJR	DESIGNED BY: MJR	DRAWN BY: KSH	CHECKED BY:	SCALE: NTS	SHEET: X OF X
--------------------------	------------------	------------------	---------------	-------------	------------	---------------

TURTLE COVE PROPERTIES

233 E LARKIN STREET
MIDLAND, MI 48657
(989) 941-3354

TURTLE COVE

SECTION 16, T14N-R2E
CITY OF MIDLAND
MIDLAND COUNTY, MICHIGAN

DETAIL SHEET

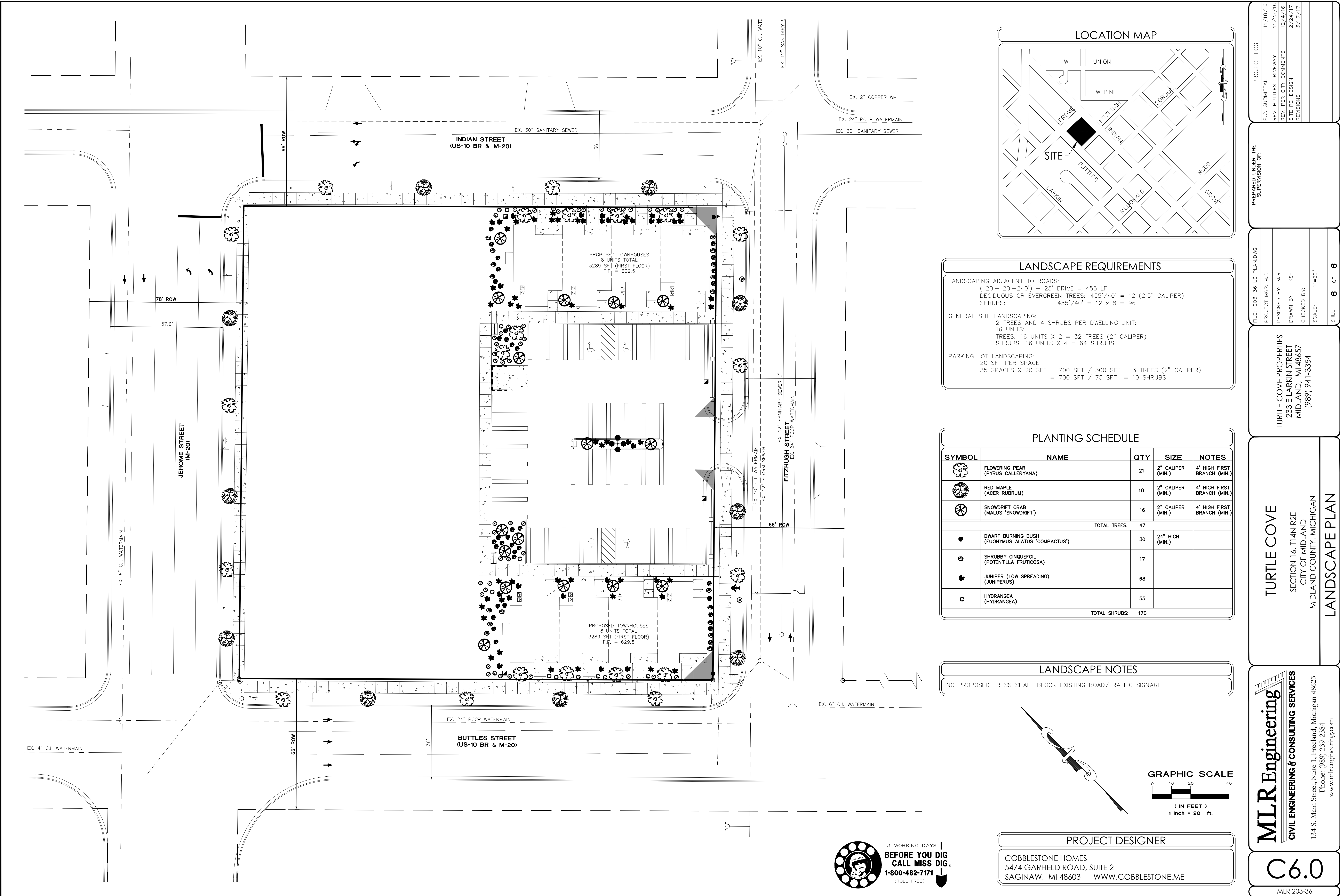
MLR Engineering

CIVIL ENGINEERING & CONSULTING SERVICES

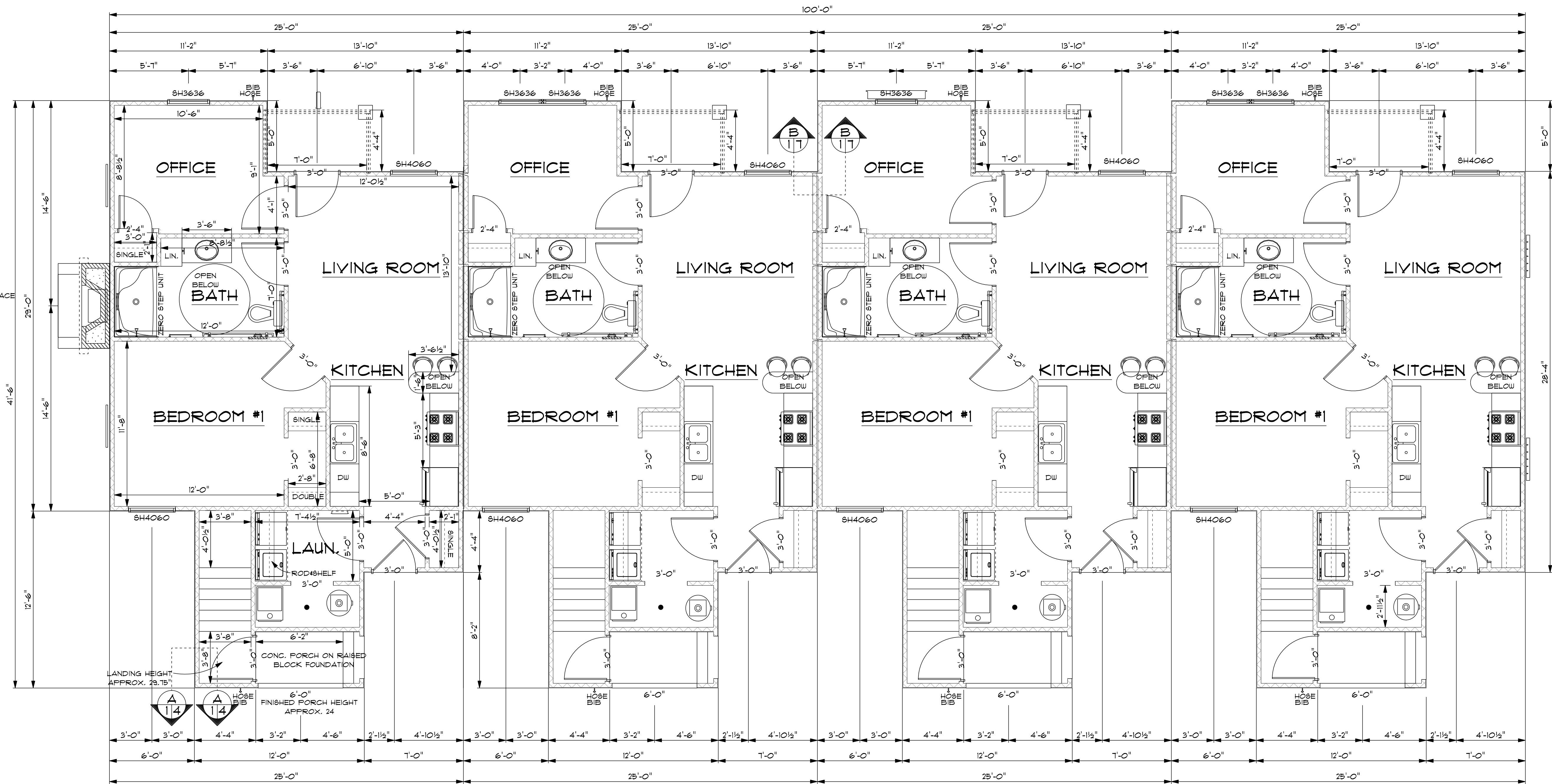
134 S. Main Street, Suite 1, Freeland, Michigan 48623
Phone: (989) 239-2384
www.mlrengrng.com

C5.1

MLR 203-36



EXTERIOR NATURAL GAS FIREPLACE
CONTROLLER IN LOCK BOX
SEPARATE GAS METER



9'-1 1/8" PLATE HEIGHT
10'-1 1/8" PLATE HEIGHT

AREA SCHEDULE		
NAME	COLOR	AREA
FIRST FLOOR		1755 sq. ft.
SECOND FLOOR		837 sq. ft.

MAIN FLOOR

SCALE: 1/4" = 1'-0"

FIRST FLOOR UNITS: 1755 SQ.FT.
SECOND FLOOR UNITS: 837 SQ.FT.

BUILDING TOTAL: 6368 SQ.Ft.

1 BEDROOM UNITS: 4
2 BEDROOM UNITS: 4

TOTAL UNITS/ BUILDING: 8

COPYRIGHT 2015 COBBLESTONE HOMES
UNAUTHORIZED USE/DUPPLICATION PROHIBITED.
THESE GENERAL DRAWINGS ARE NOT PRODUCED BY AN ARCHITECT OR ENGINEERING FIRM. BEFORE CONSTRUCTION, CUSTOMER SHOULD CONTACT A CONTRACTOR OR AN ARCHITECT OR ENGINEER TO OBTAIN A PROFESSIONAL REVIEW OF THE DRAWINGS, REQUIREMENTS OR 31 EXISTING CONDITIONS SPECIFIC TO THE SITE. COBBLESTONE HOMES, LLC, ASSUMES NO RESPONSIBILITY FOR OMISSIONS, DEFICIENCIES OR DEFECTS OF THE DRAWINGS.

Turtle Cove
Townhomes

Design Studio
5474 Garfield Rd. Ste 2
Saginaw, MI 48603
www.cobblestone.me

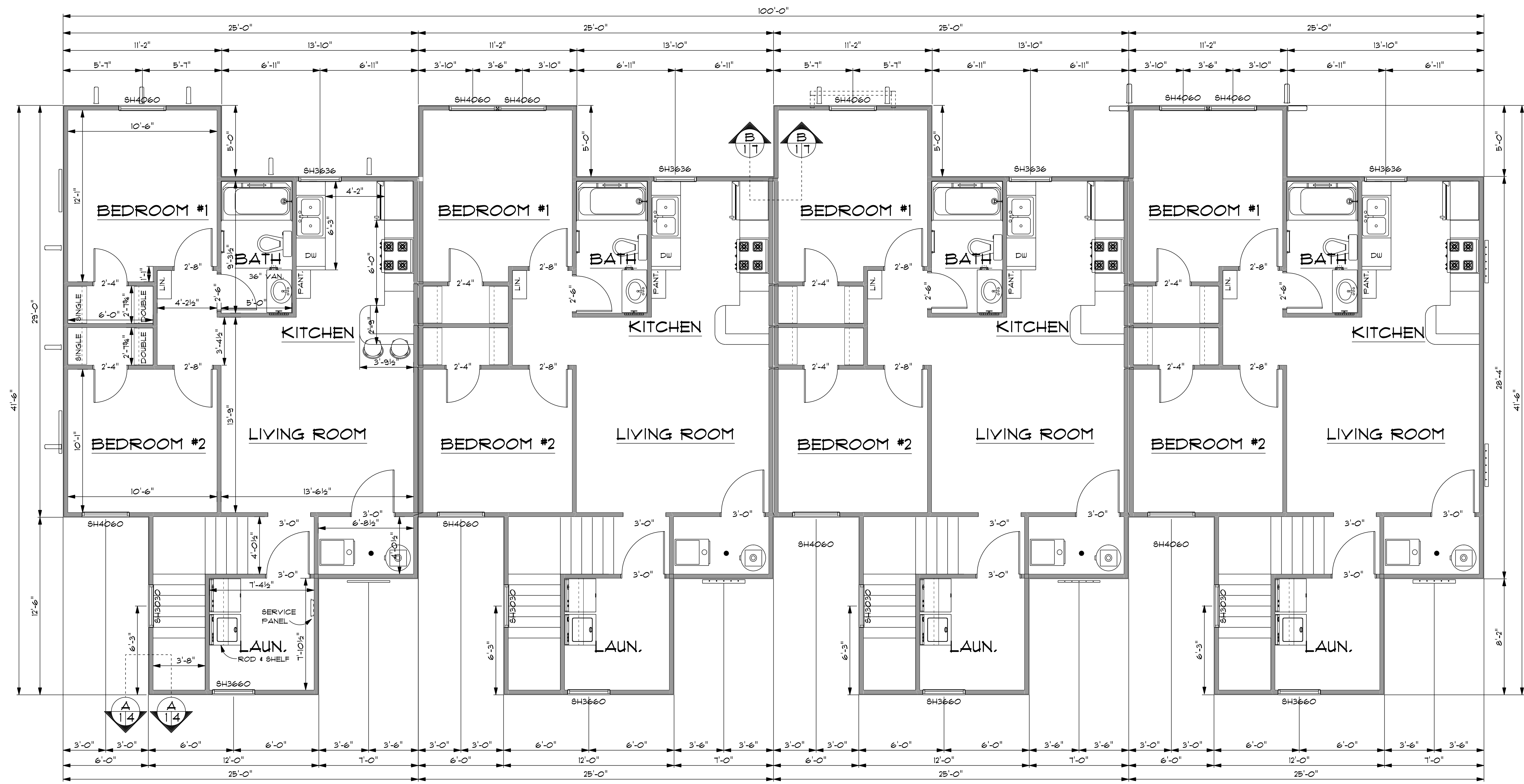


Date:
3/20/2017

- ☐ Revision #1
- ☐ Revision #2
- ☐ Revision #3
- ☐ Revision #4
- ☐ Bid Set
- ☐ Construction Set

Page No:

A2



9'-1 1/8" PLATE HEIGHT
10'-1 1/8" PLATE HEIGHT

SECOND FLOOR

SCALE: 1/4" = 1'-0"

FIRST FLOOR UNITS: 755 SQ.FT.
SECOND FLOOR UNITS: 837 SQ.FT.

BUILDING TOTOAL: 6368 SQ.Ft.

1 BEDROOM UNITS: 4
2 BEDROOM UNITS: 4

TOTAL UNITS/ BUILDING: 8

Design Studio
5474 Garfield Rd. Ste 2
Saginaw, MI 48603
www.cobblestone.me

COBBLESTONE
Homes

Turtle Cove
Townhomes

APPROVED: _____
DATE: _____

Copyright 2015 COBBLESTONE HOMES
UNAUTHORIZED USE/DUPPLICATION PROHIBITED.
THESE GENERAL DRAWINGS ARE NOT PRODUCED BY AN ARCHITECT OR ENGINEERING FIRM. BEFORE CONSTRUCTION CUSTOMER SHOULD CONTACT A CONTRACTOR OR AN ARCHITECT FOR A DETAILED REVIEW OF THE DRAWINGS. THE PROJECT STRUCTURAL REQUIREMENTS OR 31 EXISTING CONDITIONS SPECIFIC TO THE SITE COBBLESTONE HOMES, LLC. ASSUMES DEFICIENCIES OR DEFECTS OF THE DRAWINGS.

Date:
3/20/2017

☐ Revision #1
☐ Revision #2
☐ Revision #3
☐ Revision #4
☐ Bid Set
☐ Construction Set

Page No:
A3



Parking Elevation

SCALE: 1/4" = 1'-0"



Street Elevation

SCALE: 1/4" = 1'-0"

COPYRIGHT 2015 COBBLESTONE HOMES
UNAUTHORIZED USE/DUPPLICATION PROHIBITED.
THESE GENERAL DRAWINGS ARE NOT PRODUCED BY AN ARCHITECT OR ENGINEERING FIRM. BEFORE CONSTRUCTION, CUSTOMER SHOULD CONTACT A CONTRACTOR OR AN ARCHITECT FOR AN INTERPRETATION OF THE DRAWINGS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS, ORDINANCES, AND LOCAL BUILDING CODES/REGULATIONS. 2) THE PRODUCT STRUCTURAL REQUIREMENTS OR 3) EXISTING CONDITIONS SPECIFIC TO THE SITE COBBLESTONE HOMES, LLC. ASSUMES NO RESPONSIBILITY FOR OMISSIONS, DEFICIENCIES OR DEFECTS OF THE DRAWINGS.

Turtle Cove
Townhomes

DATE:

APPROVED:

Design Studio
5474 Garfield Rd. Ste 2
Saginaw, MI 48603
www.cobblestone.me



Date:
3/20/2017

- ☐ Revision #1
- ☐ Revision #2
- ☐ Revision #3
- ☐ Revision #4
- ☐ Bid Set
- ☐ Construction Set

Page No:

A4



Elevation Right

SCALE: 1/4" = 1'-0"



Elevation LEFT

SCALE: 1/4" = 1'-0"

COPYRIGHT 2013 COBBLESTONE HOMES
UNAUTHORIZED USE/DUPLICATION PROHIBITED.

THESE GENERAL DRAWINGS ARE NOT PRODUCED BY AN ARCHITECT OR ENGINEERING FIRM. BEFORE CONSTRUCTION, YOU SHOULD CONTACT THE CONTRACTOR FOR AN EXPLANATION OF THE DRAWINGS. THESE DRAWINGS ARE NOT INTENDED TO MEET THE 1) STATE OR LOCAL BUILDING CODES/REGULATIONS, 2) THE PROJECT STRUCTURAL REQUIREMENTS, OR 3) EXISTING CONDITIONS SPECIFIC TO THE SITE. COBBLESTONE HOMES, LLC, ASSUMES NO RESPONSIBILITY FOR CLAIMS OR DAMAGE ARISING FROM ERRORS, OMISSIONS, DEFICIENCIES OR DEFECTS OF THE DRAWINGS.

Turtle Cove Townhomes

DAIE:

APPROVED:

Design Studio
5474 Garfield Rd. Ste 2
Saginaw, MI 48603
www.cobblestone.me



Date:
3/20/2017

- ☐ Revision #1
 - ☐ Revision #2
 - ☐ Revision #3
 - ☐ Revision #4
 - ☐ Bid Set
 - ☐ Construction Set

Page No:

A5









Backup material for agenda item:

10. * MDOT Contract 17-5052; Reconstruction of W. Wackerly Street from Sturgeon Avenue to Schade Drive. MCMANUS

SUMMARY REPORT TO THE CITY MANAGER

For City Council Meeting of April 10, 2017

SUBJECT: Michigan Department of Transportation (MDOT) Contract 17-5052

INITIATED BY: Brian McManus, City Engineer

RESOLUTION SUMMARY: This resolution authorizes the Mayor and City Clerk to execute Contract 17-5052 with MDOT regarding the reconstruction of W. Wackerly Street from Sturgeon Avenue to Schade Drive.

ITEMS ATTACHED:

1. Cover Letter
2. Resolution
3. Location Map

CITY COUNCIL ACTION: 3/5 vote required to approve resolution

SUBMITTED BY: Brian McManus, City Engineer



City Hall ♦ 333 West Ellsworth Street ♦ Midland, Michigan 48640-5132 ♦ 989.837.3300 ♦ 989.835.2717 Fax

DATE: April 4, 2017

TO: Jon Lynch, City Manager

FROM: Brian McManus, City Engineer

RE: Reconstruction of W. Wackerly Street from Sturgeon Avenue to Schade Drive
Michigan Department of Transportation (MDOT) Contract 17-5052

W. Wackerly Street between Sturgeon Avenue and Schade Drive is a two-lane major street in poor condition. Through the City's participation in the Midland Area Transportation Study (MATS), federal funding is available through MDOT to cost share the reconstruction of this section of roadway.

The construction work for this project includes asphalt cold milling, hot mix asphalt resurfacing, drainage improvements, concrete curb and gutter at selected locations, and guardrail installation work. It is anticipated that construction will occur this summer.

MDOT has provided the cost share amounts for the construction work based on the total construction estimate. The Federal cost share will be up to the lesser of \$520,159 or 81.85% of construction cost. The City of Midland is responsible for the remaining portion of the cost. Based on the total construction estimate of \$450,000, the City share amounts to \$81,700. The cost sharing requirements are outlined in MDOT Contract No. 17-5052 and are to be reviewed by the City Attorney. Their contracts contain standard language developed by MDOT for use on local road agency road construction projects and are consistent from year to year.

The City share was included in the 2016-2017 City budget within the Major Street Fund.

Acceptance of the attached resolution would approve entering into the cost share agreement between the City and the Michigan Department of Transportation for the improvements, subject to contract review and approval by the City Attorney.

We recommend that the project cost share agreement be accepted in the best interest of the City.



City Hall ♦ 333 West Ellsworth Street ♦ Midland, Michigan 48640-5132 ♦ 989.837.3300 ♦ 989.835.2717 Fax

BY COUNCILMAN

WHEREAS, the City of Midland desires to reconstruct W. Wackerly Street from Sturgeon Avenue to Schade Drive; and

WHEREAS, the City of Midland is a member of the Midland Area Transportation Study (MATS), through which funding is available from the Michigan Department of Transportation (MDOT) to cost share street reconstruction; and

WHEREAS, Contract 17-5052, prepared by MDOT and to be reviewed by the City Attorney, specifies a cost sharing agreement to be used for the project; and

WHEREAS, funding available for construction through MDOT is the lesser of \$520,159 or 81.85 percent; and

WHEREAS, based on the total construction estimate of \$450,000, the City share amounts to \$81,700; and

WHEREAS, the funding for the City share is available in the Major Street Fund; now therefore

RESOLVED, that City Council authorizes the Mayor and City Clerk to sign and execute the project cost share agreement with MDOT once approved by the City Attorney, related to said improvements.

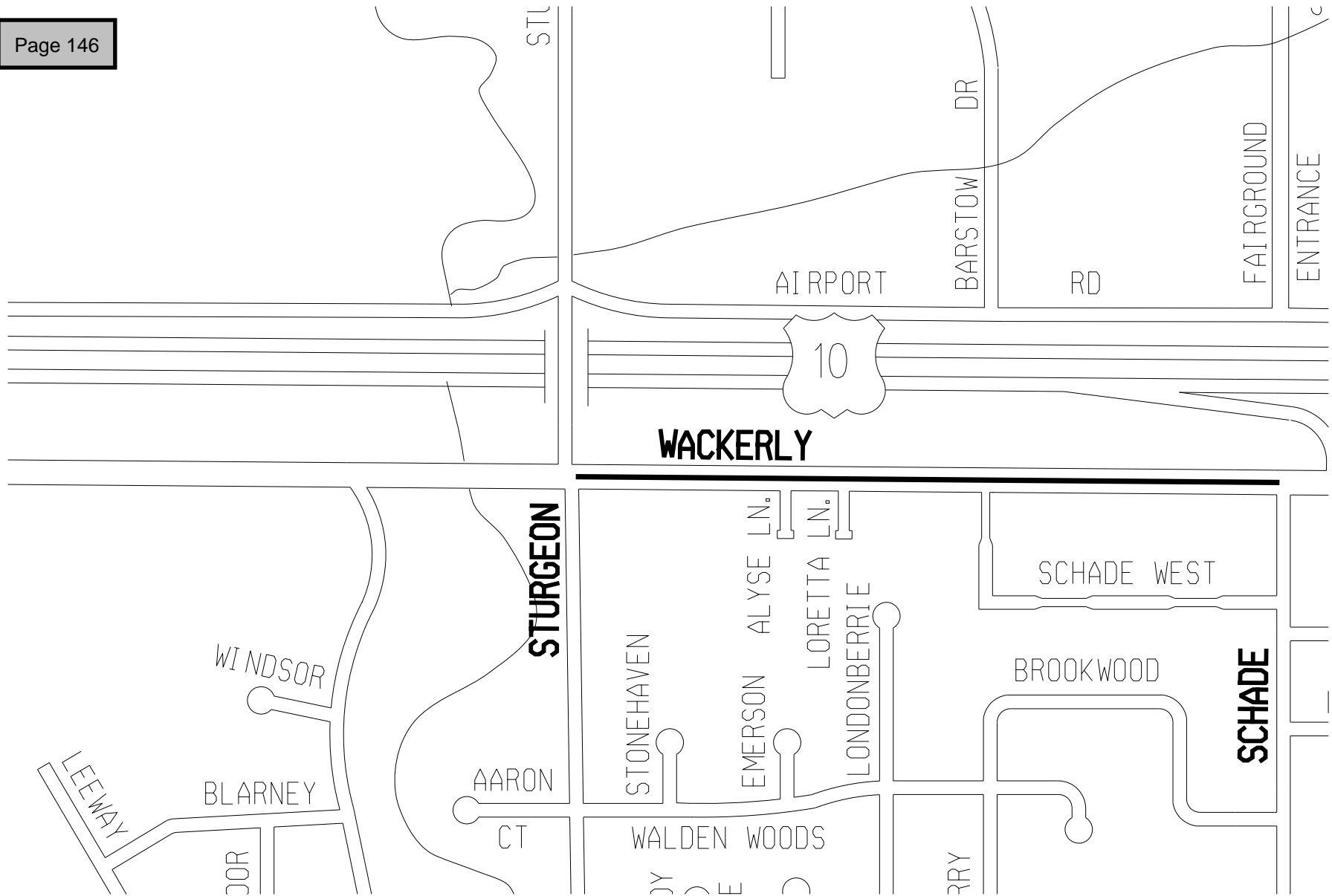
YEAS:

NAYS:

ABSENT:

I, Selina Tisdale, City Clerk, City of Midland, Counties of Bay and Midland, State of Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by a yeas vote of all the Councilmen present at a regular meeting of the City Council held Monday, April 10, 2017.

Selina Tisdale, City Clerk



WACKERLY RECONSTRUCTION

STURGEON TO SCHADE

Backup material for agenda item:

11. * 2017 Westbrier and Highbrook Reconstruction and Water Main; Contract No.
9. MCMANUS

SUMMARY REPORT TO THE CITY MANAGER

for Council Meeting of April 10, 2017

SUBJECT: 2017 WESTBRIER & Highbrook Reconstruction &
Water Main; Contract No. 9

INITIATED BY: City of Midland Engineering Department

RESOLUTION SUMMARY: This resolution authorizes the Mayor and City Clerk to execute a contract with Rohde Brothers Excavating.

ITEMS ATTACHED:

1. Cover Letter
2. Resolution
3. Location Map

CITY COUNCIL ACTION: 3/5 vote required to approve resolution

SUBMITTED BY: Brian P. McManus, City Engineer



City Hall ♦ 333 West Ellsworth Street ♦ Midland, Michigan 48640-5132 ♦ 989.837.3300 ♦ 989.835.2717 Fax

April 4, 2017

Jon Lynch, City Manager
City of Midland, Michigan

Dear Mr. Lynch:

On Tuesday, March 28, 2017 at 2:00 p.m., sealed proposals were publicly opened and read by the Interim Assistant Controller for the "2017 Westbrier & Highbrook Reconstruction and Water Main; Contract No. 09".

There were 11 individuals attending the opening representing vendors and the City.

Bids were received as follows:

Rohde Brothers Excavating, Inc.	Saginaw, MI	\$458,342.00
Geiersbach Construction	Freeland, MI	\$464,383.00
Shaw Contracting Co.	Bay City, MI	\$468,102.50
Malley Construction	Mt. Pleasant, MI	\$479,028.85
Elmers Crane and Dozer	Hillman, MI	\$484,972.80
*Engineer's Estimate		\$485,000.00
Johnston Contracting	Midland, MI	\$489,264.50
McGuirk Sand-Gravel Inc.	Mt. Pleasant, MI	\$493,039.30
The Isabella Corporation	Mt. Pleasant, MI	\$509,766.65
Eric Construction Inc.	St. Charles, MI	\$532,059.47
Ron Bretz Excavating, Inc.	Lapeer, MI	\$544,766.00
American Excavating	Saginaw, MI	\$567,514.90

Funding for this project is provided by the Local Street Fund and the Water Fund. This contract is for street reconstruction and water main replacement on Westbrier Terrace from Lambros to Highbrook and Highbrook Drive from Westbrier to Hanover. This project was recommended by the Engineering Department, Department of Public Services and the Utilities Department and approved by City Council during the annual Construction Project Priorities process.

It is our recommendation that the low bid of \$458,342.00 submitted by Rohde Brothers Excavating, Inc. of Saginaw, MI be accepted in the best interest of the City of Midland.

Respectfully submitted,

Brian P. McManus, City Engineer

Tiffany Jurgess, Interim Assistant Controller

CONT17-09. LTR.doc
JJM



City Hall ♦ 333 West Ellsworth Street ♦ Midland, Michigan 48640-5132 ♦ 989.837.3300 ♦ 989.835.2717 Fax

BY COUNCILMAN

WHEREAS, sealed proposals have been advertised and received in accord with Article II of Chapter 2 of the Midland Code of Ordinances for street reconstruction and water main replacement on Westbrier Terrace and Highbrook Drive; and

WHEREAS, funding for this project is provided by the Local Street and Water Funds; now therefore

RESOLVED, that the low sealed proposal submitted by Rohde Brothers Excavating, Inc. of Saginaw, Michigan for the "2017 Westbrier & Highbrook Reconstruction & Water Main; Contract No. 9", in the amount of \$458,342.00 is hereby accepted and the Mayor and the City Clerk are authorized to execute a contract therefore in accord with the proposal and the City's specifications; and

RESOLVED FURTHER, that the City Manager has the authority to approve change orders modifying or altering this contract in an aggregate amount not to exceed \$20,000.

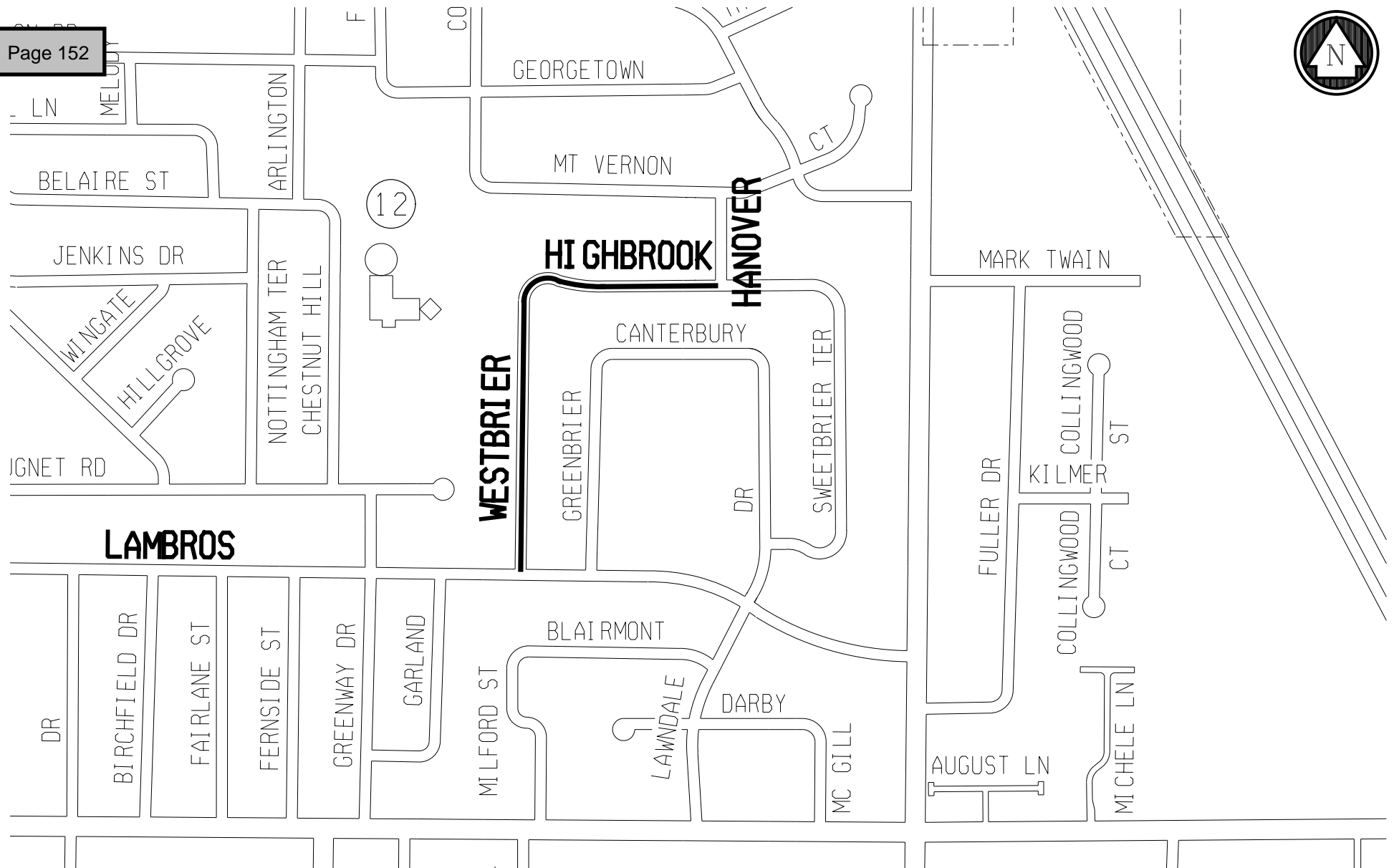
YEAS:

NAYS:

ABSENT:

I, Selina Tisdale, City Clerk, City of Midland, Counties of Bay and Midland, State of Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by a yea vote of all the Councilmen present at a regular meeting of the City Council held Monday, April 10, 2017.

Selina Tisdale, City Clerk



WESTBRIER & HIGHBROOK RECONSTRUCTION / WATER LAMBROS TO HANOVER

Backup material for agenda item:

12. * Purchase Order increase for Construction Material purchases - Water Distribution. SOVA

SUMMARY REPORT TO MANAGER
For City Council Meeting of April 10, 2017

SUBJECT: WATER DISTRIBUTION – PURCHASE ORDER INCREASE FOR
CONSTRUCTION MATERIAL PURCHASES

INITIATED BY: Joseph Sova, Utilities Director

RESOLUTION SUMMARY: This resolution authorizes an increase of \$8,000.00 to an existing purchase order of \$40,000.00 with Anthony Gushow & Sons, Inc. of Auburn for the purchases of sand for Fiscal Year 2016/17, bringing the total amount of the purchase order to \$48,000.00, based on bid unit costs, in accord with Sec. 2-18 of the Code of Ordinances for the City of Midland, and further authorizes the City Manager to approve changes modifying the purchase order in an aggregate amount not to exceed \$5,000.00.

ITEMS ATTACHED:

1. Letter of Transmittal
2. Resolution

CITY COUNCIL ACTION:

1. 3/5 vote required to approve resolution



Utilities Department • 333 West Ellsworth Street • Midland, Michigan 48640-5132 • (989) 837-3341 • CitizenCommentsWater@midland-mi.org

April 5, 2017

Jon Lynch, City Manager
Midland, Michigan

**Re: WATER DISTRIBUTION – PURCHASE ORDER INCREASE FOR CONSTRUCTION
MATERIAL PURCHASES**

Dear Mr. Lynch:

Each year, the Water Distribution Division of the Utilities Department purchases delivered sand and 22A crushed limestone to be used for temporary repairs to streets, sidewalks, and out lawns that are damaged by water system maintenance activities.

A purchase order was administratively approved in the amount of \$20,000.00 to begin purchases of construction materials in the 2016/17 Fiscal Year from Anthony Gushow & Sons, Inc. of Auburn, based on the unit prices accepted in December 2015. In addition, a purchase order increase of \$20,000.00 was approved by City Council on October 24, 2016, bringing the purchase order amount to \$40,000.00.

On February 7, 2017, sealed proposals were received and opened for Construction Materials, Bid No. 3842. Anthony Gushow & Sons, Inc. of Auburn was again selected to provide delivered sand for a 12-month period ending on February 7, 2018.

With the awarding of Bid No. 3842 to Anthony Gushow & Sons, Inc. of Auburn, the attached resolution will authorize an increase to the existing purchase order in the amount of \$8,000.00, for purchase activities through June 30, 2017, bringing the total purchase order amount to \$48,000.00.

Funding has been budgeted for this purpose in the 2016/17 Fiscal Year Water Enterprise Fund account #591.8285.76.001 – Operating Supplies.

The resolution further authorizes the City Manager to approve changes modifying the purchase order in an aggregate amount not to exceed \$5,000.00. A 3/5 vote is required to approve the resolution.

Respectfully submitted,

Joseph Sova, Utilities Director

Tiffany Jurgess, Interim Assistant Controller



Utilities Department • 333 West Ellsworth Street • Midland, Michigan 48640-5132 • (989) 837-3341 • CitizenCommentsWater@midland-mi.org

BY COUNCILMAN

WHEREAS, the Water Distribution Division of the Utilities Department purchases delivered sand and 22A crushed limestone to be used for temporary repairs to streets, sidewalks, and out lawns that are damaged by water system maintenance activities; and

WHEREAS, a purchase order was administratively approved in the amount of \$20,000.00 to begin purchases of construction materials in the 2016/17 Fiscal Year from Anthony Gushow & Sons, Inc. of Auburn, based on the unit prices accepted in December 2015; and

WHEREAS, a purchase order increase of \$20,000.00 was approved by City Council on October 24, 2016 bringing the purchase order amount to \$40,000.00; and

WHEREAS, Construction Materials Bid No. 3842 was received on February 7, 2017 for a 12-month period ending February 7, 2018, and was again awarded to Anthony Gushow & Sons, Inc. of Auburn; and

WHEREAS, an increase of \$8,000.00 to the existing purchase order is necessary to satisfy needed materials purchases for maintenance work anticipated through 2016/17 Fiscal Year end; and

WHEREAS, funding has been budgeted for this purpose in the 2016/17 Fiscal Year Water Enterprise Fund account #591.8285.76.001 – Operating Supplies; now therefore

RESOLVED, that an increase of \$8,000.00 to an existing purchase order of \$40,000.00 to Anthony Gushow & Sons, Inc. of Auburn, is hereby authorized, bringing the total purchase order to \$48,000.00 for construction materials purchases, based on the most recent bid unit prices; and

RESOLVED FURTHER, that the City Manager is hereby authorized to approve change orders in an aggregate amount not to exceed \$5,000.00.

YEAS:

NAYS:

ABSENT:

I, Selina Tisdale, City Clerk, City of Midland, Counties of Bay and Midland, State of Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by a yea vote of all the Councilmen present at a regular meeting of the City Council held Monday, April 10, 2017.

Selina Tisdale, City Clerk

Backup material for agenda item:

13. * Amendment to the 2016-17 Budgets and Financial Working Plans (4/24).
KEENAN

SUMMARY REPORT TO MANAGER
For City Council Meeting of April 10, 2017

SUBJECT: Amendment to 2016-17 budgets and financial working plans

INITIATED BY: David A. Keenan, Assistant City Manager

RESOLUTION SUMMARY:

This resolution will set a public hearing for Monday, April 24, 2017, on the proposal to amend the 2016-17 City budgets and financial working plans to adjust revenues and expenditures for 2016-17 to reflect the revised projections as submitted during the 2017-18 budget process.

ITEMS ATTACHED:

1. Letter of transmittal
2. Resolution

CITY COUNCIL ACTION:

3/5 affirmative vote required for adoption

David A. Keenan
Assistant City Manager



City Hall ♦ 333 West Ellsworth Street ♦ Midland, Michigan 48640 ♦ 989.837.3300 * 989.837.2717 Fax ♦ www.midland-mi.org

TO: Jon Lynch, City Manager

FM: David A. Keenan, Assistant City Manager

DT: April 6, 2017

RE: Resolution to Amend 2016-17 City Budgets and Financial Working Plans

During each annual budget process, departments project revenues and expenditures for the remaining months of the current fiscal year. These projections help determine the ending fund balance or working capital in each of the City's funds. These ending balances for working capital and fund balance determine how much funding is available for the following year's budget; therefore, it is important to end the current fiscal year as close to the projections as possible. Amending the budget to reflect the projections submitted would allow us to control spending at the same level.

Attached hereto is a proposed Council resolution which would set April 24, 2017, as the date to hold a public hearing on amending the City's 2016-17 budgets and financial working plans to adjust the revenues and expenditures to reflect the projected 2016-17 amounts submitted during the 2017-18 budget process.

The proposed budget amendment would adjust the revenues and expenditures for the 2016-17 fiscal year as summarized in the attached resolution.



City Hall ♦ 333 West Ellsworth Street ♦ Midland, Michigan 48640 ♦ 989.837.3300 * 989.837.2717 Fax ♦ www.midland-mi.org

BY COUNCILMAN

RESOLVED, that in accord with Section 11.6 of the Charter of the City of Midland, a public hearing shall be conducted at 7:00 p.m., April 24, 2017, in the Council Chambers of City Hall on the proposal to amend the 2016-17 budgets and financial working plans as follows:

	<u>Current</u>	<u>Proposed</u>
GENERAL FUND		
Sources of revenue	\$ 40,686,128	\$ 44,932,099
Uses of revenue	46,129,997	44,802,183
<i>Change in fund balance</i>	<i>\$ (5,443,869)</i>	<i>\$ 129,916</i>
MAJOR STREET FUND		
Sources of revenue	\$ 8,011,013	\$ 12,537,502
Uses of revenue	11,066,100	14,485,034
<i>Change in fund balance</i>	<i>\$ (3,055,087)</i>	<i>\$ (1,947,532)</i>
LOCAL STREET FUND		
Sources of revenue	\$ 3,765,000	\$ 3,892,580
Uses of revenue	5,527,268	5,463,729
<i>Change in fund balance</i>	<i>\$ (1,762,268)</i>	<i>\$ (1,571,149)</i>
SMARTZONE FUND		
Sources of revenue	\$ -	\$ 100,334
Uses of revenue	48,000	72,000
<i>Change in fund balance</i>	<i>\$ (48,000)</i>	<i>\$ 28,334</i>
CENTER CITY AUTHORITY FUND		
Sources of revenue	\$ 4,552	\$ 3,385
Uses of revenue	36,333	35,386
<i>Change in fund balance</i>	<i>\$ (31,781)</i>	<i>\$ (32,001)</i>
STORM WATER MANAGEMENT FUND		
Sources of revenue	\$ 972,590	\$ 964,913
Uses of revenue	1,380,712	1,426,345
<i>Change in fund balance</i>	<i>\$ (408,122)</i>	<i>\$ (461,432)</i>
GRACE A. DOW LIBRARY FUND		
Sources of revenue	\$ 4,717,236	\$ 4,599,655
Uses of revenue	4,768,236	4,650,655
<i>Change in fund balance</i>	<i>\$ (51,000)</i>	<i>\$ (51,000)</i>

	<u>Current</u>	<u>Proposed</u>
COMMUNITY DEVELOPMENT BLOCK GRANT FUND		
Sources of revenue	\$ 332,889	\$ 419,294
Uses of revenue	<u>332,889</u>	<u>332,889</u>
<i>Change in fund balance</i>	<u>\$ -</u>	<u>\$ 86,405</u>
SPECIAL ACTIVITIES FUND		
Sources of revenue	\$ 86,825	\$ 74,325
Uses of revenue	<u>83,500</u>	<u>82,250</u>
<i>Change in fund balance</i>	<u>\$ 3,325</u>	<u>\$ (7,925)</u>
MIDLAND HOUSING FUND		
Sources of revenue	\$ 215,200	\$ 272,403
Uses of revenue	<u>388,100</u>	<u>277,803</u>
<i>Change in fund balance</i>	<u>\$ (172,900)</u>	<u>\$ (5,400)</u>
DIAL-A-RIDE FUND		
Sources of revenue	\$ 2,285,963	\$ 2,240,919
Uses of revenue	<u>2,285,963</u>	<u>2,240,919</u>
<i>Change in fund balance</i>	<u>\$ -</u>	<u>\$ -</u>
MIDLAND COMMUNITY TELEVISION FUND		
Sources of revenue	\$ 782,150	\$ 784,590
Uses of revenue	<u>839,230</u>	<u>830,415</u>
<i>Change in fund balance</i>	<u>\$ (57,080)</u>	<u>\$ (45,825)</u>
DOWNTOWN DEVELOPMENT AUTHORITY FUND		
Sources of revenue	\$ 574,849	\$ 579,690
Uses of revenue	<u>1,307,950</u>	<u>1,331,708</u>
<i>Change in fund balance</i>	<u>\$ (733,101)</u>	<u>\$ (752,018)</u>
DEBT SERVICE FUND		
Sources of revenue	\$ 2,456,355	\$ 2,450,437
Uses of revenue	<u>2,456,134</u>	<u>2,456,134</u>
<i>Change in fund balance</i>	<u>\$ 221</u>	<u>\$ (5,697)</u>
CIVIC ARENA FUND		
Sources of revenue	\$ 1,481,590	\$ 1,436,366
Uses of revenue	<u>1,578,519</u>	<u>1,316,619</u>
<i>Change in working capital</i>	<u>\$ (96,929)</u>	<u>\$ 119,747</u>
LANDFILL FUND		
Sources of revenue	\$ 3,479,511	\$ 4,362,171
Uses of revenue	<u>5,243,687</u>	<u>5,267,053</u>
<i>Change in working capital</i>	<u>\$ (1,764,176)</u>	<u>\$ (904,882)</u>

	<u>Current</u>	<u>Proposed</u>
WASHINGTON WOODS FUND		
Sources of revenue	\$ 2,957,215	\$ 1,547,837
Uses of revenue	<u>4,657,145</u>	<u>4,549,250</u>
<i>Change in working capital</i>	<u>\$ (1,699,930)</u>	<u>\$ (3,001,413)</u>
RIVERSIDE PLACE FUND		
Sources of revenue	\$ 2,034,611	\$ 2,070,266
Uses of revenue	<u>2,077,038</u>	<u>2,036,137</u>
<i>Change in working capital</i>	<u>\$ (42,427)</u>	<u>\$ 34,129</u>
CURRIE MUNICIPAL GOLF COURSE FUND		
Sources of revenue	\$ 1,731,093	\$ 1,701,335
Uses of revenue	<u>1,301,345</u>	<u>1,321,887</u>
<i>Change in working capital</i>	<u>\$ 429,748</u>	<u>\$ 379,448</u>
PARKING FUND		
Sources of revenue	\$ 165,464	\$ 174,615
Uses of revenue	<u>187,878</u>	<u>184,052</u>
<i>Change in working capital</i>	<u>\$ (22,414)</u>	<u>\$ (9,437)</u>
WASTEWATER FUND		
Sources of revenue	\$ 7,267,351	\$ 7,382,802
Uses of revenue	<u>8,125,561</u>	<u>7,917,495</u>
<i>Change in working capital</i>	<u>\$ (858,210)</u>	<u>\$ (534,693)</u>
WATER FUND		
Sources of revenue	\$ 11,683,932	\$ 12,513,619
Uses of revenue	<u>16,226,439</u>	<u>15,927,652</u>
<i>Change in working capital</i>	<u>\$ (4,542,507)</u>	<u>\$ (3,414,033)</u>
STORES REVOLVING FUND		
Sources of revenue	\$ 942,175	\$ 543,040
Uses of revenue	<u>920,697</u>	<u>556,214</u>
<i>Change in working capital</i>	<u>\$ 21,478</u>	<u>\$ (13,174)</u>
INFORMATION SERVICES FUND		
Sources of revenue	\$ 1,091,502	\$ 1,093,652
Uses of revenue	<u>1,359,938</u>	<u>1,350,069</u>
<i>Change in working capital</i>	<u>\$ (268,436)</u>	<u>\$ (256,417)</u>
EQUIPMENT REVOLVING FUND		
Sources of revenue	\$ 4,558,788	\$ 4,840,309
Uses of revenue	<u>5,946,475</u>	<u>5,917,518</u>
<i>Change in working capital</i>	<u>\$ (1,387,687)</u>	<u>\$ (1,077,209)</u>

	<u>Current</u>	<u>Proposed</u>
MUNICIPAL SERVICE CENTER FUND		
Sources of revenue	\$ 385,757	\$ 387,157
Uses of revenue	368,048	356,469
<i>Change in working capital</i>	<u>\$ 17,709</u>	<u>\$ 30,688</u>
MUNICIPAL SERVICE ANNEX FUND		
Sources of revenue	\$ 82,961	\$ 83,136
Uses of revenue	61,825	61,632
<i>Change in working capital</i>	<u>\$ 21,136</u>	<u>\$ 21,504</u>
RENEWABLE ENERGY SERVICES FUND		
Sources of revenue	\$ 1,093,160	\$ 1,043,865
Uses of revenue	1,243,056	1,240,558
<i>Change in working capital</i>	<u>\$ (149,896)</u>	<u>\$ (196,693)</u>
PROPERTY AND LIABILITY INSURANCE FUND		
Sources of revenue	\$ 612,759	\$ 619,056
Uses of revenue	754,000	754,024
<i>Change in working capital</i>	<u>\$ (141,241)</u>	<u>\$ (134,968)</u>
HEALTH INSURANCE FUND		
Sources of revenue	\$ 10,110,288	\$ 9,991,189
Uses of revenue	10,625,041	10,069,974
<i>Change in working capital</i>	<u>\$ (514,753)</u>	<u>\$ (78,785)</u>
SPECIAL ASSESSMENT REVOLVING FUND		
Sources of revenue	\$ 14,000	\$ 24,403
Uses of revenue	14,000	28,388
<i>Change in working capital</i>	<u>\$ -</u>	<u>\$ (3,985)</u>

YEAS:

NAYS:

ABSENT:

I, Selina Tisdale, City Clerk, City of Midland, Counties of Bay and Midland, State of Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by a yea vote of all the Councilmen present at a regular meeting of the City Council held Monday, April 10, 2017.

Selina Tisdale, City Clerk